



**TCD Board of Supervisors
Work Session Agenda
Tuesday, February 27, 2018 (1:00 pm)
2918 Ferguson St SW, Suite A, Tumwater, WA 98512, 360.754.3588**

No.	Item	Time Allotted	Tab #
1.	Welcome, Introductions, and Pledge of Allegiance	5 minutes	
2.	Agenda Review	3 minutes	
3.	Review February 27, 2018 Monthly Board Meeting Packet	30 minutes	

❖ *No formal Board action to take place during Work Session*



**TCD Board of Supervisors
Monthly Meeting Agenda
Tuesday, February 27th, 2018 (2:00 pm)
2918 Ferguson St SW, Suite A, Tumwater, WA 98512, 360.754.3588**

No.	Item	Time Allotted	Tab #
1.	Welcome, Introductions, Audio Recording Announcement and Pledge of Allegiance	5 minutes	
2.	Public Comment <i>Individuals have 2 minutes each to provide comment, please sign in on our public comment sign-up sheet.</i>	20 minutes	
3.	Agenda Review	3 minutes	
4.	Policy and Procedures Updates, All – Action Items A. Subcommittee Report and Recommendations	30 minutes	1
5.	Partner Reports: A. NRCS, Jeff Swotek B. WSCC, Shana Joy C. WACD/NACD, Doug Rushton	10 minutes 15 minutes 15 minutes	2
6.	2018 Elections & Appointments Update, Nora White	10 minutes	
7.	Board Meeting Minutes Review, All – Action Items <i>(Information only: January 30, 2017 action items report)</i> A. February 28, 2017 Regular Meeting minutes B. September 26, 2017 Regular Meeting minutes C. November 1, 2017 Special Meeting & Work Session minutes D. November 21, 2017 Special Meeting & Work Session minutes E. December 20, 2017 Regular Meeting & Work Session minutes F. January 9, 2018 Special Meeting & Work Session minutes G. January 30, 2018 Regular Meeting & Work Session minutes	40 minutes	3
8.	Financial Report, Amy Franks A. Monthly Financial Report B. January Check Register – Action Item C. February Check Register – Action Item	15 minutes	4
9.	2018 District Funding A. 2018 District Budget <i>(Revised)</i> , All – Action Item B. 2018 TCD Annual Plan Development, All C. Executive Director Recruitment Plan, All D. Acting Executive Director Compensation and Evaluation, All E. Rates & Charges Update, Sarah Moorehead	70 minutes	5
10.	Adjourn, All		

Total Time Allotment: 233 minutes (3.88 hrs)

Administrative Reports *(Informational Only)*

6

A. Interim Executive Director Report



**TCD Board of Supervisors
Special Meeting Agenda
Thursday, February 15, 2017 (12:00 pm)
2918 Ferguson St SW, Suite A, Tumwater, WA 98512, 360.754.3588**

No.	Item	Time Allotted	Tab #
1.	Welcome Check-in and individual review of meeting goals		
2.	Agenda Review		
3.	Overview of Proposed Motions and Policy Updates		
4.	Policy 6.1.8: Check Signing (New)		
5.	Policy 1.2: Board of Supervisor Guidelines and Officer Position Descriptions (Updated)		
6.	Policy 5.1: Travel Policy (Updated)		
7.	Policy 1.2.1: Board Supervisor Remote Attendance (New)		
8.	Policy 3.3.6: Tele-community and Off-site Work (New)		
9.	Next Steps		

TCD Policy and Procedure Sub-Committee Meeting

February 15, 2018

Sarah Moorehead, Amy Franks, Linda Powell, Richard Mankamyar

Individual comments on goals for meeting

Agenda Review – nothing to report

Referring to Doug's submitted written notes, Linda points out there is not a formal procedure for addressing, revising, developing procedures. Referred to Policy #7.1 which addresses most of this concern.

Clarifying differences between motions proposed by Richard and policies. Use of acronyms. Sarah will direct staff to use full names instead of acronyms the first time it is used in a document or email in reporting and correspondence. Include this in new hire materials.

Job Descriptions – distribute to board and request to include job descriptions in Board member binders

Policy #6.1.8 Check Signing Policy (see track changes)

Policy #1.2 Board of Supervisor Guidelines and Officer Position Descriptions (see track changes – Auditor section) Revisit Delegation of Authority to District Treasurer, 1.4, to allow expansion of details in Treasurer's report. Use reciprocal language in section 2 of Auditor duties in Treasurer duties. Concerns should be brought up immediately to the ED or AED and if circumstances dictate, the Board. #8. Review public documents request policy and update with recent legislation. Remove 8 and 9 from this policy and bring to whole board.

Policy #5.1 Travel Policy (see track changes)

6.1.8 Check Signing Policy

Effective:

PROPOSED DRAFT: 2.15.18

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, ~~a second~~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.

DRAFT

1.2 Board of Supervisor Guidelines & Officer Position Descriptions

Established: July 28, 2015

Updated: June 6, 2017

SUBCOMMITTEE DRAFT REVISION: 2.15.18

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

- 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. **Agendas.** 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.
3. **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.
4. **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.
5. **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.
6. **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.
7. **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.
8. **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.
9. **Succession Planning.** Participates in the recruitment of new Board Supervisors and the process of identifying candidates to serve as chair-elect.
10. **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.
11. **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.
12. **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.
13. **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, and in particular is responsible for the following:

1. Review and present monthly check register, noting any and all items of concern or anomaly, and bringing those 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, noting any and all items of concern or anomaly and bringing those to the Board at their next regular meeting, or sooner if circumstances dictate.
3. Reviews Accounts Payable and signs checks
4. Participates in the State Auditor annual reporting process
5. Reviews and signs the Executive Director's timesheets, travel reimbursements, and similar documents.
6. Participates in the annual budget development process.

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

Comment [SM1]: In communication with the ED & Treasurer to ensure that concerns are well informed. Concerns should be brought up immediately by staff to the Board.

Comment [SM2]: And communicating concerns to ED and Treasurer

if not resolved brought to the Board at their next regular meeting, or sooner if circumstances dictate.

Comment [SM3]: And communicating concerns to ED and Treasurer

3. Reviews Accounts Payable and signs checks. This includes ensuring compliance with all District financial policies.

Comment [SM4]: What does review mean specifically? It'll help future Board Auditor's to know what is expected of them during a 'review'

4. Reviews Accounts Receivable, receiving monthly financial reports from the district Treasurer.

Comment [SM5]: Be specific – ex. receiving monthly financial reports and grant reports from 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.

4.7. 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.

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2. Review the monthly Treasurer's Report, as prepared by the District Treasurer, noting any and all items of concern^[SM3] or anomaly and bringing those to the Board^[SM4] at their next regular meeting, or sooner if circumstances dictate.
3. Reviews^[SM5] Accounts Payable and signs checks

4. Reviews Accounts Receivable, receiving monthly reports
[SM6] from the district Treasurer.

5. Participates in the State Auditor annual reporting process

6. Reviews and signs the Acting Executive Director or the
Executive Director's time sheets, travel reimbursements, and
similar documents [SM7].

7. Participates in the annual budget development process.

8. Oversight of Public Documents Request (PDR). [SM8]

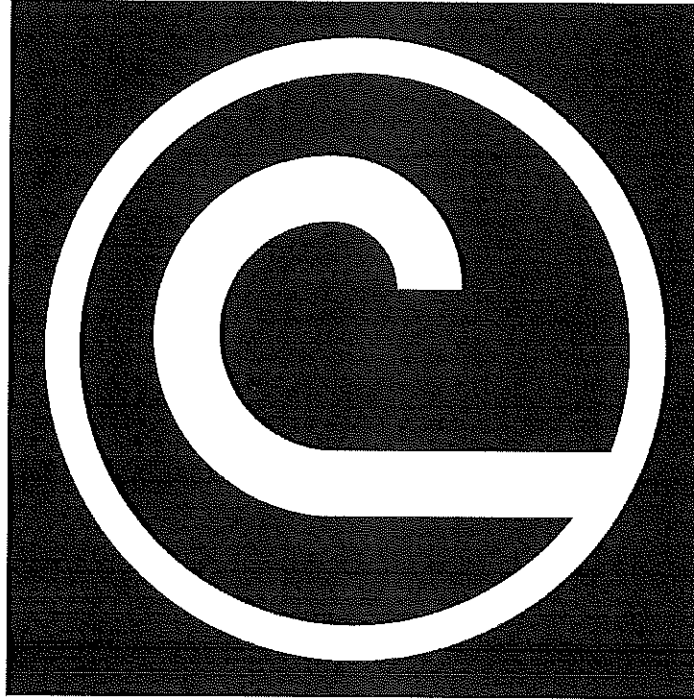
1-9. Oversight of All time cards [SM9]

**National Association of Conservation Districts
2018 Resolutions Follow-up Assignments and Status**

SPONSOR	RESOLUTIONS	BOARD ACTION	POLICY BOOK	ASSIGNED TO/STATUS
STATE				
AZ	Land and Water Conservation Fund (A-1) Certification of Range Management Professionals (C-9)	Failed in Hearing Passed to Consent Calendar	-	- Natural Resource Policy Committee
CO	Government Subsidized Crop Insurance (A-3)	Failed in Hearing		-
KY	NRCS State Technical Assistance Funding Formula (B-5)	Passed as Amended		District Ops-Member Serv Committee
LA	Expired Cooperative Working Agreements (B-6)	Passed as Amended		District Ops-Member Serv Committee
MI	CRP/CCRP and Buffer Strips (A-7)	Passed as Amended		Legislative Committee
MN	Conservation Reserve Program Data Sharing Agreements (B-1)	Passed as Amended		District Ops-Member Serv Committee
MT	Promote Agency Policies to Limit the Spread of Invasive Species (C-8)	Passed to Consent Calendar		Natural Resource Policy Committee
NJ	Lasting Impact for a Future Environment (A-15)	Failed in Hearing	-	-
NC	NRCS Allowance of Conservation Districts to Hold and Monitor Federal Program Easements of Conservation Officials (A-17)	Passed to Consent Calendar Passed as Amended Passed to Consent Calendar		Legislative Committee District Ops-Member Serv Committee District Ops-Member Serv Committee
ND	Crop Insurance Exemption (A-2) Soil Health (C-10)	Passed as Amended Passed to Consent Calendar		Legislative Committee Natural Resource Policy Committee
OH	EQIP Modification (A-4) Wetland Delineations (B-2)	Failed in Hearing Failed in Hearing	- -	- -
WA	CRP Bid Points for < 12 Inch Precipitation Zones (A-5) CRP Mid-Management Considerations During Natural Disasters (A-6) Regional Conservation Partnership Program (A-8) Support Secure Rural Schools Re-Authorization Act (A-14)	Failed in Board Meeting Passed as Amended Failed in Hearing Passed	- -	- Legislative Committee Legislative Committee
WY	Reforming National Historic Preservation Act of 1966 (A-16)	Passed as Amended		Legislative Committee

**National Association of Conservation Districts
2018 Resolutions Follow-up Assignments and Status**

SPONSOR	RESOLUTIONS	BOARD ACTION	POLICY BOOK	ASSIGNED TO/STATUS
	Restoring State Ownership of All Non-federal Trust Species of Wildlife (C-6) Wild Horse Management (C-7)	Passed to Consent Calendar Passed as Amended		Natural Resource Policy Committee Natural Resource Policy Committee
REGION				
South Central	Succession Planning for Native American Communities to Resolve Highly Fractionated Land Issues (A-13)	Passed as Amended		Legislative Committee
COMMITTEE				
Legislative	CSP Sustainability Concept (A-9) CSP as a Separate Program (A-10) CSP Long-term Aspect (A-11) CSP Less Than Whole Farm Option (A-12)	Passed Passed Passed Passed as Amended		Legislative Committee Legislative Committee Legislative Committee Legislative Committee
NatResPol	Federal Emphasis on Urban and Community Conservation (C-1) NRCS Authorization for Urban and Community Services (C-2) BMPs Required for Infrastructure Projects (C-3) Support Legislative Initiatives for Urban and Community Conservation (C-4) Forest Management (C-5)	Passed Passed Passed Passed Passed		Natural Resource Policy Committee Natural Resource Policy Committee Natural Resource Policy Committee Natural Resource Policy Committee Natural Resource Policy Committee



National Association of Conservation Districts

2018 Resolutions
Adopted January 30, 2018

Resolutions Hearing A Legislative

**Ian Cunningham, Chair
Coleman Garrison, Staff**

State/Territories Present

Connecticut

Iowa

Kentucky

Mississippi

Oregon

Pennsylvania

South Dakota

Texas

Virginia

Wyoming

States/Territories Absent

District of Columbia

Idaho

Puerto Rico

A-1
Land and Water Conservation Fund
(Arizona)

HEARING ACTION: FAILED 4-5

A-2
Crop Insurance Exemption
(North Dakota)

Background

Saline soils are a growing problem for farmers, expanding in acreage annually. Production is greatly reduced, especially when planting non-tolerant crops. Even when planting more tolerant crops, yields are reduced. Continuous planting of tolerant crops will use excess water reducing saline areas.

Proposed Policy

HEARING ACTION: PASSED 9-0 AS AMENDED

BOARD ACTION: PASSED

NACD supports revisions on crop insurance, which will allow farmers to exempt saline areas from crop insurance acreage reporting. ~~This will permit conservation planting of salt tolerant crops to be used as a remediation without requiring it to be insured. Farmers will pay no premium on these acres, will not be eligible for indemnity payments on the saline areas, and will experience no reduction in Actual Production History (APH) on the non-saline areas of the field.~~

A-3
Government Subsidized Crop Insurance
(Colorado)

HEARING ACTION: FAILED 0-9

A-4
EQIP Modifications
(Ohio)

HEARING ACTION: FAILED 4-6

A-5
Conservation Reserve Program (CRP) Bid Points for < 12 Inch Precipitation Zones
(Washington)

HEARING ACTION: PASSED 8-1

BOARD ACTION: FAILED

A-6

Conservation Reserve Program (CRP) Mid-Management Considerations During Natural Disasters Such as Drought, Fires, Floods, etc. (Washington)

Background

Existing CRP stands meeting the requirements of the contracts signed by producers may be severely damaged or destroyed by natural disasters such as drought, fire, floods, etc. These events may occur after mid-management practices have been implemented and late in the contract life. Producers suffering from these conditions may not have options to regain compliance prior the end of the contract period. This places producers in jeopardy of having their contract cancelled due to the lack of meeting standard requirements. In some cases, re-payment of previous contract payments are required by FSA.

Proposed Policy

HEARING ACTION: PASSED 9-0 AS AMENDED

BOARD ACTION: PASSED

NACD supports the Farm Service Agency (FSA) in changing or enhancing CRP mid-management conservation-practice standards in the case of natural disasters that severely damage previously established CRP-standards.

A-7

Conservation Reserve Program (CRP)/Continuous Conservation Reserve Program (CCRP) and Buffer Strips (Michigan, North Central Region)

Background

The Lenawee County FSA office located in Southern Michigan underwent a review of CRP and CCRP contracts in FY2017. The review team identified buffer strip practices installed along altered waterways used for agricultural drainage, which they determined to be an unacceptable practice. While not specifically noted as unacceptable within CRP and CCRP rules, the determination was upheld by FSA management and has now been rolled out statewide. This decision has resulted in a severe erosion of trust and the removal of buffer strips throughout Lenawee County. The negative consequences to water quality if this decision stands and is implemented across the nation is significant.

Proposed Policy

HEARING ACTION: PASSED 8-0 AS AMENDED

BOARD ACTION: PASSED

NACD supports clarification by FSA of the interpretation of waterways to include those waterways altered by historical and future drainage practices.

~~NACD supports buffer strips adjacent to altered perennial creeks, rivers, natural watercourses that are used to convey storm runoff or groundwater from agricultural fields as an acceptable practice within the Conservation Reserve Program (CRP) and Continuous Conservation Reserve Program (CCRP).~~

NACD supports conservation program integrity by encouraging FSA to create review team selection criteria that includes working knowledge and experience with practices as utilized within the eco-region being reviewed.

**A-8
Regional Conservation Partnership Program
(Washington)**

HEARING ACTION: FAILED 1-8

**A-9
CSP Sustainability Concept
(NACD Legislative Committee)**

Background

The Legislative Committee felt it necessary to have internal policy clearly stating what aspects of Conservation Stewardship Program (CSP) we support.

Proposed Policy

HEARING ACTION: PASSED 7-3

BOARD ACTION: PASSED

NACD supports a separate, simple and transparent incentive-based conservation program that offers longer-term contracts to implement new, and maintain existing, best management practices on working lands.

NACD supports a program that focuses on the adoption of management or stewardship practices while also incentivizing producers moving to a higher level of stewardship.

**A-10
CSP as a Separate Program
(NACD Legislative Committee)**

Background

The Legislative Committee felt it necessary to have internal policy clearly stating whether we support having a separate program to accomplish what CSP does.

Proposed Policy

HEARING ACTION: PASSED 7-3

BOARD ACTION: PASSED

NACD supports a separate working lands conservation program offering incentive-based contracts to implement and maintain best management or stewardship practices.

A-11
CSP Long-term Aspect
(NACD Legislative Committee)

Background

The Legislative Committee wanted to have a policy that said whether we support the 5 year length of CSP contracts.

Proposed Policy

HEARING ACTION: PASSED 7-3

BOARD ACTION: PASSED

NACD supports the long-term aspect of the Conservation Stewardship Program that offers five-year contracts with the ability to re-enroll for an additional five years.

A-12
CSP Less Than Whole Farm Option
(NACD Legislative Committee)

Background

The Legislative Committee wanted to have a policy that states NACD's views on the "whole farm" aspect of CSP.

Proposed Policy

HEARING ACTION: PASSED 10-0 AS AMENDED

BOARD ACTION: PASSED

NACD supports a less than 'whole-farm' option in the Conservation Stewardship Program to provide flexibility. ~~The current requirement for the 'whole farm' to be in the contract can be too burdensome for some producers to enroll all the acres under their control and doesn't provide enough flexibility because one-size-fits-all doesn't fit every producer's needs.~~

A-13
Succession Planning for Native American Communities
to Resolve Highly Fractionated Land Issues
(South Central Region Board)

Background

Following the Dawes Act of 1887 and the Five Tribes Act of 1906, Native Americans were stripped of their ability to communal own land. As a result, many Native Americans agreed to allotment which divided their tribal lands into individual pieces given to those Native Americans determined by a commission to be tribal members. Many of these pieces of land are still held today by the descendants of the original person who was given the piece of land. This land has been passed down throughout generations with no written will which means that the land might be held by literally hundreds of individuals and that no one person has a lease or the title. As a result of not being able to prove their legal right to the land, many Native Americans cannot participate in conservation programs or any farm bill program. There are many programs to

assist socially disadvantaged farmers and ranchers, but until we are able to resolve this issue of land ownership, those programs are essentially closed to a number of Native Americans. This resolution attempts to shed light on the issue of highly fractionated land and to seek assistance through the resolution process to secure additional support for outreach and education to socially disadvantaged farmers and ranchers on the topic of succession planning and family trusts with the long term goal of increasing Native American participation in conservation programs.

Proposed Policy

HEARING ACTION: PASSED 9-1 AS AMENDED

BOARD ACTION: PASSED

NACD supports and advocates for additional funding in the 2018 farm bill to provide tribal and socially disadvantaged farmers and ranchers with education, tools, and individuals services to achieve succession planning in an effort to resolve highly fractionated land issues. Specifically, to seek additional funding for this issue through the USDA Department of Advocacy and Outreach.

A-14

**Support Secure Rural Schools Re-Authorization Act
(Washington)**

Background

The Secure Rural Schools Re-Authorization Act (HR 2340) is a bill before the US House with companion legislation in the Senate (S 1027) that would extend the authorization and funding for critical funding to rural communities affected by loss of revenues from federally managed lands. These funds are commonly referred to as Payment In Lieu of Tax or PILT payments from the federal government to counties with federal lands that do not generate property taxes.

The funds provided in this act help local communities offset the costs of maintaining services and utilities for the benefit of the public. One of the critical components in this legislation is Title III funds. Title III funds may be used for two purposes. The first is for search and rescue costs generally used by county authorities to assist with the search and rescue of persons using or recreating on federal lands. The other authorized expense is to be used for Firewise education and fuels reductions on lands adjacent to and near federal lands.

Title III funds are used by local jurisdictions, including many conservation districts under contract from their county legislative authority, to perform Firewise education events, conduct property evaluations for fire risks, and where appropriate and allowed to cost-share on the removal of fire fuels to reduce the risk of catastrophic wildfires in the wildland-urban interface.

Proposed Policy

HEARING ACTION: PASSED 7-3

BOARD ACTION: PASSED

NACD supports passage and full funding of the Secure Rural Schools Re-Authorization Act in both the House and Senate to facilitate the maintenance and funding of FireWise programs.

A-15
Lasting Impact for a Future Environment (LIFE)
(New Jersey)

HEARING ACTION: FAILED 3-7

A-16
Reforming National Historic Preservation Act of 1966
(Wyoming)

Background

Guidance, rules and agency interpretation of the NHPA has evolved since initial passage of Act. Current interpretation and application of the Act have resulted in significant increase in project cost and project delays local, state and federal agencies and intrusion into private property information for landowners.

Proposed Policy

HEARING ACTION: PASSED 10-0 AS AMENDED

BOARD ACTION: PASSED

NACD ~~will pursue~~supports guidance, rules and if necessary Congressional action to bring reforms to the National Historic Preservation Act of 1966 (NHPA) that protect private property rights from federal overreach and expedite the NHPA approval process and tribal consultation timeline.

A-17
USDA-NRCS Allowance of Conservation Districts to Hold and Monitor Federal Program
Easements of Conservation Officials
(North Carolina)

HEARING ACTION: PASSED 10-0 TO CONSENT CALENDAR

Resolutions Hearing B

District Operations and Member Services

Wade Troutman, Chair

Jeff Burwell, Staff

State/Territories Present

Georgia

Maine

Minnesota

North Carolina

Utah

Wisconsin

States/Territories Absent

Alaska

Delaware

Nevada

Northern Mariana Islands

B-1
Conservation Reserve Program Data Sharing Agreements
(Minnesota)

Background

The Conservation Reserve Program (CRP) is administered by the USDA Farm Service Agency (FSA) with technical assistance from the USDA Natural Resources Conservation Service (NRCS). CRP is a voluntary program for agricultural landowners where annual rental payments and cost share assistance is provided to establish long-term, natural resource conservation practices on eligible farmland.

Conservation districts have the general mission to provide technical assistance with protecting our natural resources and enrolled CRP lands can provide multiple benefits to assist with this mission. Conservation districts also have a unique partnership with NRCS.

Various conservation district responsibilities require coordination between local and federal agencies to include knowing field locations and time commitments provided under CRP contracts. Leveraging federal funds and knowing where CRP is located on the land will also assist conservation districts in implementing local watershed based comprehensive plans.

We do acknowledge that the FSA and NRCS have a responsibility to ensure that CRP information is not directly released to the public and that CRP information is used in an appropriate manner. Current FSA policy for sharing CRP information with conservation districts is inconsistent at the field office level. The FSA process to provide and explain USDA landowner release forms for CRP data is also inconsistent.

Proposed Policy

HEARING ACTION: PASSED 6-0 AS AMENDED

BOARD ACTION: PASSED

NACD supports the FSA and NRCS developing national and/or state agreement templates guidelines with conservation districts to allow enhance the sharing of CRP contract information between USDA, landowners and districts ~~for improved conservation delivery.~~

B-2
Wetland Delineations
(Ohio, North Central Region)

HEARING ACTION: FAILED 3-3

B-3
NRCS Ability to Fill Vacant Positions
(North Carolina)

Background

North Carolina took action to support NACD's efforts in getting the hiring freeze lifted and add protection for future freezes that would limit NRCS's ability to provide technical assistance on the field office level.

Proposed Policy

HEARING ACTION: PASSED 6-0 AS AMENDED

BOARD ACTION: PASSED

NACD supports NRCS filling ~~vital~~ conservation technical assistance positions and vacancies, vital to putting conservation on the ground even during hiring freezes.

Current Policy

B-4
Change in US Tax Law Designating Boards and Commissions as State Employees
(North Carolina)

HEARING ACTION: PASSED 6-0 TO CONSENT CALENDAR

B-5
NRCS State Technical Assistance Funding Formula
(Kentucky)

Background

National Conservation Partnership goal is the planning and implementation of appropriate conservation practice standards to protect the resource concerns on the nation's agricultural lands.

Conservation programs are truly Locally-Led and many local conservation districts and state conservation agencies provide resources to both plan and implement conservation practices that meet NRCS technical standards and specifications to solve needed resource concerns.

Non-federal conservation program practices should be included in the USDA reporting system and used in determining the state level funding for NRCS where appropriate.

The leveraging of conservation financial assistance dollars at the national, state, and local levels are important to the overall success of the Nation's Conservation Partnership and important to addressing resource concerns on agricultural lands, the technical assistance is just as important.

Proposed Policy

HEARING ACTION: PASSED 4-2 AS AMENDED

BOARD ACTION: PASSED

NACD supports ~~continuing to improve~~ the TA funding allocation formula to states for the Conservation Technical Assistance (CTA) Program to include consideration of local and state programs as a part of their workload.

**B-6
Expired Cooperative Working Agreements
(Louisiana)**

Background

The Cooperative Working Agreements between USDA's Natural Resources Conservation Service (NRCS) and the local soil and water conservation districts expired in December 2016 and the state conservationists have not received authority to execute new agreements with the local soil and water conservation districts.

President Franklin Roosevelt recognized the importance of local input in achieving a successful nationwide conservation effort provided a model Soil Conservation District Law to the state Governors in 1937 that provided the framework for establishing local soil conservation districts as a local unit of government with specific authorities and responsibilities for leading conservation efforts.

These soil and water conservation districts work in a cooperative partnership with USDA's NRCS to set local priorities, provide staff support, and deliver conservation assistance to a wide range of agriculture and forest producers having diverse resource concerns and objectives.

This shared Federal, State, and local governments cooperative partnership has been memorialized through Memorandums of Understanding and Cooperative Working Agreements formalizing the relationship and sharing of resources resulting in over 75 years of successful service to our mutual customers and the conservation and protection of the natural resources under their stewardship.

Proposed Policy

HEARING ACTION: PASSED 6-0 AS AMENDED

BOARD ACTION: PASSED

NACD ~~will assess~~ supports an assessment of the status of expired cooperative working agreements between local soil and water conservation districts and the USDA's NRCS, and encourages NRCS to establish a process for all agreements to be updated by September 30, 2018.

Resolutions Hearing C

Natural Resource Policy

Robert Barry/Tim Palmer, Chair
Chris Heck, Staff

State/Territories Present

Alabama
Arizona
Arkansas
Guam
Indiana
Louisiana
Missouri
Montana
New Hampshire
New Jersey
New Mexico
North Dakota
South Carolina
Washington

States/Territories Absent

None

C-1
Federal Emphasis on Urban and Community Conservation
(NACD Natural Resource Policy Committee)

Background

This is replacement for policy recommended for removal by the NRPC. Conservation districts are not often recognized as local sources of natural resource management expertise in urban and community initiatives. NACD needs policy that enables the organization to seek inclusion of conservation districts in such initiatives.

Proposed Policy

HEARING ACTION: PASSED 12-1

BOARD ACTION: PASSED

NACD supports federal agencies placing emphasis and resources on the needs of urban/suburban regions and to work with local conservation districts to provide technical assistance for the demonstration of urban/suburban conservation techniques.

C-2
NRCS Authorization for Urban and Community Services
(NACD Natural Resource Policy Committee)

Background

This is replacement for policy recommended for removal by the NRPC. There have been many attempts over the years to reduce NRCS' services to just agriculture. The agency's expertise is of value to all natural resource management. NACD needs policy that enables the organization to respond to similar limitations.

Proposed Policy

HEARING ACTION: PASSED 11-3

BOARD ACTION: PASSED

NACD supports NRCS' continued authorization and funding to provide conservation technical assistance and natural resource information to urban and community areas through conservation districts.

C-3
BMPs Required for Infrastructure Projects
(NACD Natural Resource Policy Committee)

Background

This is replacement for policy recommended for removal by the NRPC. Rules and regulations can be rescinded at any time. NACD needs policy that enables the organization to support the requirement for conservation BMPs when federal funding is used for infrastructure projects.

Proposed Policy

HEARING ACTION: PASSED 11-3

BOARD ACTION: PASSED

NACD supports that infrastructure projects involving federal funding should continue to be designed and monitored using best management practices to control runoff and allow infiltration where practical and feasible.

C-4

Support Legislative Initiatives for Urban and Community Conservation (NACD Natural Resource Policy Committee)

Background

This is replacement for policy recommended for removal by the NRPC. Over the years, there have been proposed bills for conservation efforts such as green infrastructure, community forestry, urban agriculture and more. NACD needs policy that enables the organization to seek inclusion of conservation districts in such bills.

Proposed Policy

HEARING ACTION: PASSED 12-1

BOARD ACTION: PASSED

NACD supports legislative initiatives that increase capacity of conservation districts to deliver urban, community and coastal conservation services.

C-5

Forest Management (NACD Natural Resource Policy Committee)

Background

The resolution is a proposed update for Policy 21.B.11. Wildfire spending continues to cripple agency budgets, limiting (and in some cases prohibiting) agencies like the Forest Service from investing in pre-fire forest management and other resource investments authorized through existing federal programs. The intent of the revision is to eliminate specific dollar amounts that no longer are relevant to the discussion surrounding wildfire spending.

Proposed Policy

HEARING ACTION: PASSED 13-1 TO AMEND 21.B.11

BOARD ACTION: PASSED

NACD supports:

- a. Legislation that includes provision for the use of off-budget funding sources (similar to FEMA funding for natural disasters) when USDA or USDI wildfire suppression expenses exceed 70% of the 10 year average.**
- b. Congressional authorization to increase funding for the practices of prescribed burning, forest thinning, and other activities designed to reduce fuel loads.**
- c. Coordinated capacity funding for collaborative efforts to engage forest land managers on a local and regional scale.**
- d. Full executive branch support through policy and funding requests to implement locally developed prescriptive management plans for federal, state, tribal, and private forest lands.**

C-6
Restoring State Ownership of All Non-federal Trust Species of Wildlife
(Wyoming)

HEARING ACTION: PASSED 14-0 TO CONSENT CALENDAR

C-7
Wild Horse Management
(Wyoming)

Background

Wild horse numbers continue to increase beyond appropriate management levels causing natural resource damage. The Bureau of Land Management (BLM) has been unable to properly manage the number of horse to appropriate heard management areas. The holding facilities for horses have exceeded capacity and the cost to the agency and the taxpayers is extreme.

Proposed Policy

HEARING ACTION: PASSED 14-0 AS AMENDED TO REPLACE 17.P.12

BOARD ACTION: PASSED AS AMENDED

NACD supports the spaying and neutering of all wild (feral) horses and burros that are gathered irrespective of their final destination (adoption, holding facilities, turned back on range) to help reduce the number of wild (feral) horses and burros to within the Appropriate Management Level (AML) as scientifically determined by Federal agencies and to protect natural resources.

C-8
Promote Agency Policies to Limit the Spread of Invasive Species
(Montana)

HEARING ACTION: PASSED 14-0 TO CONSENT CALENDAR

C-9
Certification of Range Management Professionals
(Arizona)

HEARING ACTION: PASSED 14-0 TO CONSENT CALENDAR

C-10
Soil Health
(North Dakota)

HEARING ACTION: PASSED 14-0 TO CONSENT CALENDAR

CONSENT CALENDAR

A-17

USDA-NRCS Allowance of Conservation Districts to Hold and Monitor Federal Program Easements of Conservation Officials (North Carolina)

Background

Members of Soil and Water Conservation District Boards should be leaders in the programs supported by the Districts. Soil and Water Conservation Districts in NC have expanded their roles by holding easements for the protection of working lands. It is our understanding that USDA-NRCS is considering policy that would restrict Districts from holding and conducting the monitoring on easements (FRPP) placed on land owned by a Soil and Water Conservation District Board member. In effort to promote protection of private working lands, not restrict Districts capacity to hold easements and allow District officials to participate in the programs they promote, we request NRCS to reconsider this rule and allow Conservation Districts to hold easements granted under federal programs.

Proposed Policy

NACD supports the USDA-NRCS accepting and providing assistance to supervisors interested in participating in any program that could assist with the local soil and water district legally holding and monitoring USDA-NRCS conservation easements on working lands.

B-4

Change in US Tax Law Designating Boards and Commissions as State Employees (North Carolina)

Background

North Carolina recently received an audit by the federal IRS. Results of this audit brought forth an interpretation of IRS Tax Law that states are required to consider all state boards and commission members to be employees of the state, for federal taxation only. In the past, NC has considered members of its boards and commissions as 1099 payees. By requiring these members to be considered state employees, states must have on file an I-9 and W-4s must be submitted. This requires additional release of personal information from those serving. In addition, mileage and meal subsistence for day travel is to be considered a fringe benefit and now is taxable along with stipends.

Proposed Policy

NACD supports changing the US tax law so it no longer considers state board and commission members as employees of the state, and expense reimbursements are not taxable as income.

C-6
Restoring State Ownership of All Non-federal Trust Species of Wildlife
(Wyoming)

Background

The Supreme Court in early rulings affirmed state ownership of wildlife. Recent federal and supreme court decisions that reverse earlier decisions has resulted in oppressive regulation, taking of private property, elimination of jobs, increase cost and severe negative economic impacts to local, regional and state economies. Through numerous acts congress has recognized the sovereign right of state to manage wildlife on federal lands.

Proposed Policy

NACD supports Congressional action to reaffirm that all species of wildlife are property of the states unless designated differently by a specific act of Congress.

C-8
Promote Agency Policies to Limit the Spread of Invasive Species
(Montana)

Background

It is a concern of all citizens to limit the spread of invasive species and the goal of everyone who works on the land to leave it in better condition than when we arrived. Many state and federal management agencies perform field work with trucks, watercraft, utility vehicles, ATVs, trailers and equipment on public and private lands and off-road travel is a known mechanism for the spread of invasive species. It is becoming a common message and accepted practice for private land owners to require that vehicles be cleaned before entering. It is now mandated and commonly accepted to clean, drain, and dry watercraft when moving between waterbodies. Preventing the introduction of invasive species is the most economical and best choice of management options for natural resources and the US economy.

Proposed Policy

NACD supports federal agencies creating, implementing and periodically reviewing policies for cleaning vehicles, equipment, and watercraft that travel off-road or move to different waterbodies in order to minimize the chances of spreading invasive species when conducting fieldwork.

C-9
Certification of Range Management Professionals
(Arizona)

Background

Ranchers and other landowners in Arizona's Conservation Districts, and Tribal Soil and Water Conservation Districts are directly affected by the professional qualifications of government employees and contractors who provide technical input and decision making to rangeland assessment, management planning, environmental analysis, and government policies regarding livestock grazing, and

Although the requirement for special expertise is recognized and required for many actions (e.g. soil surveys, archaeological clearances, fire control) range management planning and decisions have often been done with little or no input by qualified range professionals, and

Without certification, there is a tendency for agencies to more loosely interpret what constitutes qualifications as a “range specialist” or “resource specialist”, and

The Society for Range Management has a program (Certified Professional In Range Management-CPRM) for certification of range management professionals, with minimum standards for educational background and actual experience plus required adherence to a code of ethics and standards of professional conduct.

Furthermore, AACD takes these positions because it is our ranching members, local economies, the tax base, and local culture that pay the price when plans and decisions are based on inadequate professional qualifications.

Proposed Policy

NACD supports:

- 1. Local, state, tribal, and federal government agencies engaged in administration of or technical assistance on rangelands should:**
 - a. Insure an adequate number of qualified range specialists to carry out this mission.**
 - b. Require or give preference to CPRMs applying for range management positions.**
 - c. Support continuing education and professional activity by those in range management positions.**
 - d. Require that a CPRM have a major role in any data collection or interpretation, environmental assessments, management planning, monitoring and decision making that involved rangelands. As a minimum, a CPRM should review all such documents and the review comments made part of the document.**
- 2. Credentials of all consultants and contractors performing duties similar to those above, whether employed by government and tribal agencies or private entities, should be CPRMs or should have at least the equivalent level of qualifications.**
- 3. Individuals or groups that volunteer to furnish data to land management agencies or other interests should have the protocols, data and any interpretation of data reviewed and approved by a CPRM or equivalent.**

C-10 Soil Health (North Dakota)

Background

Improved soil health is a long-term goal of all conservationists that increases percolation, reduces runoff and erosion, and increases yields.

NACD supports the five core principles of soil health: 1) maintain soil cover, 2) minimize soil disturbance, 3) increase plant diversity, 4) maintain continued live plant and roots, and 5) integrate livestock.



MEMO

To: TCD Board of Supervisors

From: Sarah Moorehead (*Acting Executive Director*)

Date: February 27, 2018

Subject: TCD Minutes Format

For the present, Staff has continued with action-oriented minutes, as requested at the 1.9.18 Special Board meeting, inclusive of partner reports and discussion within motions. Please see sample minutes from Whatcom CD, provided by Shana Joy, as an example of a minutes format used by another district.

A discussion by the Board is needed for Staff to proceed. Please provide Staff with clear direction, so we can best support the Board.

WHATCOM CONSERVATION DISTRICT
Public Meeting Minutes
October 11, 2017

I. Time and Place of Meeting.

A regular meeting of the Board of Supervisors of the Whatcom Conservation District (WCD) was held at the Ag Service Center, 6975 Hannegan Rd, Lynden, Washington on October 11, 2017, at 9:00 a.m.

II. Attendance and Quorum.

The following Supervisors, being a quorum of the Board, were present:

Larry Davis, Vice-Chair
Heather Christianson

Joe Heller, Treasurer
Theresa Sygitowicz

Also in attendance were:

George Boggs, Executive Director
Dawn Bekenyi, Admin. Assistant

Alex Hall, NRCS staff
Shana Joy, WSCC

III. Meeting Called to Order.

Larry Davis, Vice-Chair, called the meeting to order at 9:10 a.m.

IV. Public Comment (written or in person).

There was no public comment either in writing or in person.

V. Ten Mile Watershed Assessment Project Presentation.

Nichole Embertson and Meagan Harris gave the Board a presentation on the Ten Mile Watershed Assessment project.

VI. Consent Agenda.

The Board adopted a consent agenda for approval of the previous meeting minutes, financial report and accounts payable. The financial report was mailed to the Board with their draft minutes from the June meeting. Dawn Bekenyi, Administrative Assistant, presented the financial report. A copy of District invoices and incurred expenses, as listed in the Accounts Payable Report, were reviewed and approved. The Board further authorizes the payment of District expenses incurred subject to their review and approval at the next Board meeting.

Theresa Sygitowicz moved to approve the consent agenda: minutes of the June 8, 2017 Board meeting as mailed, the financial report and authorize payment of District invoices and incurred expenses (below), as listed in the Accounts Payable Report. The Board further authorizes the payment of District expenses incurred subject to their review and approval at the next Board meeting. Joe Heller seconded the motion. The motion passed. (One abstained from vote.)

The following voucher/warrants are approved for payment:

Sept 2017 - balance

Voucher (check) numbers	25276	through	25282	and totaling	9,295.45
Payroll check numbers:	25283	through	25303	and totaling	45,239.61
Voucher (check) number	25304			and totaling	150.00

October 2017					
Payroll check numbers:	25305	through	25325	and totaling	44,210.04
Voucher (check) numbers	25326	through	25348	and totaling	44,027.86

VII. Action Items.

A. WA Woodlands Co-op.

Joe did some research on the Washington Woodlands Co-op. He suggested that the Board support the group, but felt no need to be an associate member.

Joe Heller moved that the Whatcom Conservation District support the work of the Washington Woodlands Co-op, but not become an associate member. Theresa Sygitowicz seconded the motion. The motion passed.

B. Approval of Contracts.

Washington State Conservation Commission (WSCC) Grant Addendum –

The Whatcom Conservation District administers the Center for Technical Development (CTD) for the WSCC. The WSCC is providing \$150,000 in funding for the activities for the CTD. Activities include: certification, training, planning tools and templates, communications and outreach, technical expertise, science and effectiveness monitoring, quality assurance and CTD coordination.

Theresa Sygitowicz moved to approve the scope of work grant addendum for the CTD in the amount of \$150,000 as outlined. Larry Davis seconded the motion. The motion passed.

C. November Board Meeting Date.

The Board confirmed that November 9 at 1 pm would work for the Board meeting time and date to be published in the Bellingham Herald as the meeting to adopt the election resolution.

Theresa Sygitowicz and Dawn Bekenyi were selected to review the election process and provide input to the Board for the election resolution. They will have a memo addressing any concerns and proposed actions for the Board meeting packet.

D. Line of Credit.

In anticipation of approval of the Line of Credit at Peoples Bank, the Board authorized accessing the funds to purchase large equipment for the Edge of Field Project.

Joe Heller moved authorization to access the line of credit to access funds used for the purchase of Edge of Field project equipment to be signed by Chair and/or Exec Director. Theresa Sygitowicz seconded the motion. The motion passed.

VIII. Other Business.

A. Alex Hall, Natural Resources Conservation Service (NRCS).

Environmental Quality Incentives Program (EQIP) –

Alex gave a five-year review on the programs and cost-share activities in Whatcom County.

National Water Quality Initiative (NWQI) –

The sign-up deadline for the NWQI is in March 2018.

Staffing –

Alex talked about the workload and limited staffing at the Lynden field office. There was discussion about opportunities for the hiring staff through a Task Order.

B. Supervisors.

Heather Christianson –

Heather attended the CRM tour that the District hosted. The partners were supportive of the Conservation District programs.

Heather mentioned a conflict for the December Board meetings regular time. The December Board meeting was rescheduled to December 21, 2017 at 1:00 p.m.

Joe Heller –

Joe discussed his health concerns and how they impact his participation on the Board.

Larry Davis –

Larry has attended or plans to attend all of the Washington Association of Conservation Districts (WACD) area meetings.

The Board discussed the resolutions to be reviewed at the NW Area meeting. Topics included dues and voting during the annual meeting.

Theresa Sygitowicz –

Theresa attended the WSCC meeting in Republic with George Boggs.

Theresa put together some bags for the participants of the CRM tour. They were well received.

C. George Boggs, Executive Director.

CRM Tour –

George reported that 30 people from different agencies from around the state attended. Representatives from the Governor's office would like to bring other people up to Whatcom County for a tour. George provided some highlights of the tour, including positive outcomes such as opening the shellfish beds in Drayton Harbor and farmers providing input talking about what they have done. Part of the tour was the Edge of Field monitoring that show the importance of farm programs and the research that District staff is doing. Nichole Embertson, Aneka Sweeney and Frank Corey gave presentations.

Critical Areas Ordinance (CAO) –

The CAO is being reviewed. Whatcom County has scheduled a public hearing about the proposed changes. One issue is about who has to have a farm plan. Exemptions were discussed. George gave testimony regarding the simple checklist for less than one acre that was accepted in the 2005 CAO. George reported that there has not been one referral from Whatcom County Public Works for any youth that have livestock.

George will attend the upcoming Farm Bureau meeting where they will discuss the CAO proposed changes.

Staffing –

Per Board direction George informed the Board that Dawn got some part-time help to assist her with her workload.

D. Shana Joy, WSCC.

Shana reported that the Washington State Conservation Commission is working on streamlining grant paperwork.

The WSCC has made a change for the appointed position on Conservation District Boards to clarify that the person is either a landowner or farm operator.

The CPDS system upgrade is not ready yet for Conservation Districts to start using it. During testing they found some bugs. Shana said it will take a while to make it ready to go.

IX. Record of Board Actions.

- 17-75 Theresa Sygitowicz moved to approve the consent agenda: minutes of the June 8, 2017 Board meeting as mailed, the financial report, authorize payment of District invoices, and incurred expenses (below), as listed in the Accounts Payable Report. The Board further authorizes the payment of District expenses incurred subject to their review and approval at the next Board meeting. Joe Heller seconded the motion. The motion passed. (One abstained from vote.)**

The following voucher/warrants are approved for payment:

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October 2017					
Payroll check numbers:	25305	through	25325	and totaling	44,210.04
Voucher (check) numbers	25326	through	25348	and totaling	44,027.86

- 17-76 Joe Heller moved that the Whatcom Conservation District support the work of the Washington Woodlands Co-op, but not become an associate member. Theresa Sygitowicz seconded the motion. The motion passed.**
- 17-77 Theresa Sygitowicz moved to approve the scope of work grant addendum for the CTD in the amount of \$150,000 as outlined. Larry Davis seconded the motion. The motion passed.**
- 17-78 Joe Heller moved authorization to access the line of credit to access funds used for the purchase of Edge of Field project equipment to be signed by Chair and/or Exec Director. Theresa Sygitowicz seconded the motion. The motion passed.**

X. Adjournment.

There being no further business before the meeting, Theresa Sygitowicz moved to adjourn the meeting at 11:20 a.m. Larry Davis seconded the motion. The motion passed.

On motion duly made, seconded and carried, the meeting adjourned at 11:20 a.m.

Dated: December 28, 2017

Dawn Bekenyi, Administrative Assistant

Approved: _____

Action Item Follow-Up Summary
January 30, 2018 Monthly Board Meeting

- 1
2
3
4 **1. Staff to check existing TCD policies and Deputy Director job description for conflict**
5 **with draft check signing policy and procedure.**
6 *Completed – no conflicts found. Staff working on updating Board of Supervisor binders with*
7 *TCD Staff job descriptions.*
8
- 9 **2. Staff will develop draft Check Signing policy with language provided**
10 *Completed – provided to Policy and Procedures Subcommittee, included under Tab 1*
11
- 12 **3. Staff will review Motions #12-16 and provide draft language/questions to Sub-**
13 **Committee**
14 *Completed – provided to Policy and Procedures Subcommittee*
15
- 16 **4. Staff will conduct a doodle poll for Sub-Committee to meet February 12th-16th**
17 *Completed*
18
- 19 **5. Staff will contact Doug regarding availability/interest to participate in Motion #12-16**
20 **Policy Sub-Committee**
21 *Completed*
22
- 23 **6. Staff will share R&C resources with Board (ordinances, WSCC materials, law suit info,**
24 **etc.)**
25 *Completed – via email from Sarah on February 8th*
26
- 27 **7. Staff will send Board the TCD Assessment contract, which outlines SPD program**
28 *Completed – via email from Sarah on February 12th*
29
30
- 31 **8. Stephanie will provide Board with clarification on the project details, project**
32 **location(s), and deliverables for NFWF grant**
33 *Completed – via email from Stephanie on February 5th*
34



MEMO

To: TCD Board of Supervisors

From: Sarah Moorehead (*Acting Executive Director*)

Date: February 27, 2018

Subject: TCD Minutes Printed

Per the request of the Board Chair, meeting minutes previously printed and provided via Board packets were not re-printed for the February 27, 2018 Monthly Board meeting packet. Feel free to request additional hard copies if needed by contacting Ashley McBee amcbee@thurstoncd.com.



TCD Board of Supervisors
Special Board Meeting Minutes Transcription_Abbreviated
Tuesday, November 21, 2017 (1:00 pm)
2918 Ferguson St SW, Suite A, Tumwater, WA 98512

Present at Meeting:

Eric Johnson, TCD Board Chair	Samantha Fleischner, TCD Board
Richard Mankamy, TCD Board Auditor	Linda Powell, TCD Board Vice-Chair
Doug Rushton, TCD Board (phone)	Rich Doengnes, Dept of Ecology
Patrick Dunn, CNLM	Amy Franks, TCD Staff
Joe Hanna, Public	Joel Hansen, TCD Associate Supervisor
Amy Hatch-Winecka, TCD Staff	Ron Holtcamp, Citizen
Shana Joy, WSCC (phone)	Ashley McBee, TCD Staff
Sarah Moorehead, Acting Executive Director	Steven Morrison, Citizen
Jane Mountjoy-Venning, TC Env. Health	Allison Osterberg, TC Shellfish Protection Dist
Armand Resto-Spotts, Phillips Burgess, PLLC	Mick Phillips, Phillips Burgess, PLLC
Chris Stearns, Thurston P.U.D.	Scott Steltzner, Squaxin Island Tribe
Jeff Swotek, NRCS	Stu Trefry, WSCC
Jerilyn Walley, SPSSEG	

Eric Johnson called the meeting to order at 1:00pm. There was a quorum.

Richard moved to cancel the meeting. Chair seconded. Discussion: Chair clarified Board will not be able to take action on action items, policies, and procedure changes (Policies 1.3 & 1.4: Delegation of Authorities to Acting Executive Director (AED) and Treasurer, respectively) because not clearly defined on Agenda released to public; Phillips-Burgess representative, Armand Resto-Spotts, explained he gave Board legal opinion stating concern that 'action items weren't spelled out' in Agenda released to public and Board would not be in compliance if they tried to take action on those agenda items; Can proceed with the rest of the agenda, and can even discuss those Agenda Items of concern but should not take action. Vote: Richard & Chair in favor. Samantha, Linda, & Doug opposed. Motion failed.

- Chair called for motion regarding Board Supervisor proxy or telephone voting; Board, Staff, and Legal representation discussed statute, precedence, and lack of TCD policy and procedure allowing Board Supervisors to participate and/or vote in meetings via phone; No motion came forth; Chair tabled any Board Supervisor proxy or telephone voting until legal counsel review and advisement and/or development of TCD Policy & Procedure allowing such

1. Welcome, Introductions, Audio Recording Announcement, and Pledge of Allegiance

- Chair announced start of meeting at 1:20pm
- Welcome, Introductions, & Pledge of Allegiance conducted

2. Public Comment

- Chair announced five minutes on Agenda for public comment
- Steve Morrison: Good evening. My name is Steve Morrison. I am on the WRIA 13 watershed restoration process. I understand you have an item on the agenda regarding number five, an executive session. Is that still on your agenda today? Eric Johnson: We have two executive sessions on the agenda at this point. One is to, Steve Morrison: That is

usually a yes or no answer; Eric Johnson: Yes; Steve Morrison: Thank you very much. I'd like to point out that I've been on the lead entity process, not since it began, but since 2002. I've seen a lot of things happen. I was there first as staff for a great period of time; I'm now there as a citizen, representing myself and the interests of Thurston County in restoring watersheds. I understand that there is a question about, I guess one would call it a conflict of interest. And I'd like to point out that this is the very first time that myself and the watershed committee has heard about this. I understand that there was also a process to investigate that. I've certainly not been approached. And there are four of us citizens that are sitting here that know quite a lot about what has happened recently. You know, we teach our kids in Sesame Street to notice things that are the same. Oh, they have the same names! Oh, that's nice! Well, issues of conflict of interest are more than similarities like that. I'd like to point out to you that the policies that you have instituted, that lead entity process prohibit a lot of the things that I have seen innuendo-ly addressed in this situation. I'd like to say we never had issues as purported come forth and have a problem. We understand that there are individuals that have same names that have different roles and responsibilities. They are professionals. They do a professional job. They address issues of conflict as we would in the judiciary. As I have in sitting on the state shoreline hearing board as a county representative. I would like to point out that your procedures prohibit conflicts. Amy Hatch-Winecka is our Lead Entity Coordinator. She is related to an individual that is with the South Sound Salmon Enhancement Group. Those are different groups. We have citizens on the committee. We have review of that process, but I'd like to point out she is very procedurally oriented, making sure that people know that this is an issue. She brings it up at the meeting and she re-creates herself from evaluation of any of the reports/projects that go through. I've been with the committee for a very long time. I am very disappointed in the board's not approaching any of the members of the board to find out what truth is and what facts are. It's easy for innuendos, but I really think you're looking at a witch hunt here. I want the board to recognize that your actions do have implications. Lead Entity Process has been with the board for quite some time and has found a nice home here; however, your actions do have implications. I hope you realize that in your process. I will lend the rest of my time to others here that I see would want to speak towards that. Thank you very much. Do you have any questions?

- Ron Holtcamp: My primary interest in being here today is to find out what the board may have as far as a strategic plan relative to the lack of rates and charges being adopted.
- Scott Steltzner: Scott Steltzner, Environmental Program Manager with the Squaxin Island Tribe. I want to point out that the tribe represents one of the statutory conveners of the Lead Entity. Remind the board the purpose of the Thurston CD is the fiscal agent. That's your job. That's what you [inaudible] to do. If there are things going on, and the tribe does not involve itself in personnel issues as far as administering the fiscal portion of what you're doing. But we do involve ourselves in how the Lead Entity works. And were very concerned about, that this is a process that is transparent, that is open, and that is functional. Thank you.
- Rich Doenges: Rich Doenges. I'm the Section Manager for Water Quality and Department of Ecology. My purpose coming here today is just to note the great working partnership the Department of Ecology and Southwest Region Water Quality has had with the Conservation District. Your staff had worked with us and done excellent work at Henderson Inlet, Nisqually Reach, and the Deschutes Watershed. Our progress in improving water quality is a direct result of the partnership that you have here. And the reason I'm here today is I just recently learned about your financial woes and it's going to

be a tremendous loss. So, I'm encouraging supervisors here to take every action they can to restore funding and to the best of their ability, pursue grants. Let us know what we can do to help. We may not have money, but maybe we can help in other ways. And also, to repeat a cliché, as every organization, that the strength of an organization is its staff, and it's the people that work for the organization, and so I'm sure you're facing tough choices what to do with insufficient resources. Again, I want to encourage you to make every effort to keep your trained and experienced staff working for you. Because their loss will be a loss to the community. Thank you.

- Chair invited any other public comment to be submitted in writing

3. Agenda Review, All

- Discussion on removing Agenda Action Items #11: Delegation of Authority to AED and District Treasurer; Board decision to keep on Agenda

4. Partner Reports

A. NRCS, Jeff Swotek

- Environmental Quality Incentive Program (EQIP) Update: 39 applications in Round one; Round two applications due March 16th

B. WSCC, Shana Joy

- Shared concern about open public meeting act due to appearance three Board Supervisors appear to have decide how today's meeting will go, to exclusion of other two Board Supervisors; Continues to be concerned, as stated in 11.1.17 letter
- Stu Trefry: Never seen an environment like this in a conservation district board; On the record stating, Board should be ashamed of themselves and hopes that as we move forward you can figure out how to cooperate with each other, protect this district, keep your eyes on the district, and what the district is authorized to do.

C. NACD/WACD, Doug Rushton

- NACD: Annual Meeting January 27-31 in Nashville, sign up for that; WACD: Annual Meeting November 27-29 in Kennewick; Welcomed and invited comments from new WACD Executive Director (ED), Patricia Hickey
- Patricia Hickey: Worked with conservation districts her whole life; Believes in districts as community builders and local institutions; Thurston CD is her district, as a homeowner; Hopes we can work through issues; Open-door policy to help and be supportive; Working closely with WSCC, NRCS, and other partners and hopeful for productive future

5. Executive Session: To Evaluate a Complaint/Charge with Potential for Litigation

- Executive Session commenced at 1:50pm for 30 minutes, with Board Supervisors and legal counsel (Mick Phillips) in attendance
- Board exited Executive Session and returned to public meeting at 2:00pm and announced no decisions were made

6. Executive Session: To review the Performance of a Public Employee

Chair moved to get rid of Executive Session to review performance of a public employee. Linda seconded. No Discussion. Vote: All in favor. Doug noted on record as unable to vote via phone. Motion passed.

- 144 ▪ Board and legal counsel discussion and decision to skip and come back to upcoming Action
145 Items on Agenda for remainder of time scheduled for Executive Session
146
- 147 7. **Board Meeting Minutes Review, All – Action Item**
148 **A. September 26, 2017, Regular Meeting minutes**
149 ▪ Skipped due to removal of Executive Session from Agenda
150 **B. November 1, 2017 Regular Meeting minutes**
151 ▪ Skipped due to removal of Executive Session from Agenda
152
- 153 8. **Financial Report, Amy Franks**
154 **A. Monthly Financial Report**
155 ▪ Chair requested to see Visa statement as part of financial report
156 **B. November Check Register – Action Item**
157 ▪ Skipped due to Executive Session removal from Agenda
158 **C. 2018 Budget Discussion**
159 ▪ Board and Staff discussed loss of Rates & Charges (R&C) funding, impacts on District
160 finances and Staffing, and Staff recommendation to research re-instating a TCD line of
161 credit to make up for the budget deficit; No Board decision on path forward
162 ▪ Staff will provide a timeline for the R&C process in 2018
163
- 164 9. **2018 Election Process & Timeline**
165 ▪ Staff provided draft resolution for establishing election time, location, election supervisor,
166 etc.; Recommended Board decision now to put election resolution on next meeting agenda,
167 to allow required advertising to occur prior
168 ▪ Board decision for Staff to move forward working with Thurston County Auditor's Office
169 on preparing an interlocal agreement and elections resolution for next Board meeting,
170 inclusive of electronic option for accessing absentee ballots
171
- 172 10. **Legal Services RFP Discussion, All**
173 ▪ Staff provided draft RFP, unchanged since last round of Board/Staff edits on October 19th;
174 Seeking Board direction on how to proceed; Board and Staff discussed lack of TCD
175 funding/legal counsel currently set aside drawing from the deficit budget; No Board
176 decisions made
177
- 178 11. **Delegation of Authority to Acting Executive Director & Treasurer Discussion, All –**
179 **Action Items**
180 ▪ Board discussed TCD policy changes/new policy development being a process inclusive of
181 full Board, AED, legal counsel review, and Enduris review; Board discussed Procedures
182 for updating/creating new TCD policies and this currently being a delegated authority to
183 the AED, with Board support; Staff input that having clear procedures for the proposed
184 policy changes is helpful for Staff and for district operations to continue
185 ▪ Samantha Fleischner: On the record stating, she is opposed to how proposed policies were
186 distributed and how we are not functioning as a board; Five people on TCD Board, and two
187 Supervisors decided to take it amongst themselves and rewrite two policies, for Delegation
188 of Authority to two TCD Staff members
189 ▪ Board decision for Supervisors to provide comments/feedback on proposed policy changes,
190 and submit to AED for compiling; Discussed whether or not to allow Staff
191 comments/feedback on policies; No clear consensus reached

- Board and Staff briefly discussed public comment letter received from RCO; Chair affirmed Board can provide a requested response by December 20th

12. Discussion on WSCC Policy Initiatives, All

- Stu Trefry reviewed the existing five policy initiatives and provided updates on their status; Encouraged Board to access them on WSCC website and provide comment by December 15th

13. 2018 Shellfish Work Program

- Staff provided update: due to loss of R&C/Assessment funding, no new funds in SWP for 2018; Current SWP account balance is approx. \$150k; Total 2018 SWP request approx. \$298k; Staff sent SWP update to TCD Board, Thurston County, and Shellfish Advisory Stakeholder group for comment and creative solutions for moving forward
- Staff reviewed funding and partnership structure of SWP; Partners present clarified SWP funding is directed at outreach and incentive programs, with little to no administrative funding
- Chair requested ensuring time allotted in future years' SWP process, for TCD Board comment, prior to Board of County Commissioner's approval
- Staff will communicate with all partners to see if proposals can be scaled back and project budgets reduced, to utilize existing funding and if any ideas for fully funding SWP can be put forth

14. TCD Relocation Discussion and Path Forward, All

- Board discussed keeping as standing agenda item; Decision to keep standing through 2017 and revisit beginning of 2018
- Board discussed current facility location rental fees and researching other facility locations to save funding
- Linda and Richard on the Relocation Sub-Committee with Staff; Board Supervisors will bring facility options back to full Board; If facility is workable, Staff will research legal and financial feasibility

15. Easement Subcommittee Discussion

- Staff provided NRCS easement program information; Working with NRCS to see what materials/process-oriented documents they can share
- Next step is applying for targeted grants for development of a conservation easement program at TCD, and a Staff person to administer the program
- Chair suggested Conservation Futures (CF) and Sentinel Land Trust (SLT) for funding conservation easements; Staff clarified TCD needs to increase base funding, to be able to apply for grants required as match for CF and SLT

Board Meeting Minutes Review

February 28th Minutes

- Shana Joy advised not to add a note to the minutes stating the vote for the January check register was inaudible on the audio recording; Does not constitute clear public record of all district proceedings; Recommended readdressing the January check register

A. September 26, 2017, Regular Meeting Minutes

- Skipped previously due to removal of Executive Session from Agenda

239
240 **Samantha moved to approve the September 26, 2017 Monthly Board meeting minutes.**
241 **Linda seconded. Discussion: Richard and Eric have not reviewed them yet. Vote: Linda &**
242 **Samantha in favor. Richard & Eric Opposed. Doug noted on record as unable to vote via**
243 **phone. Motion failed.**
244

245 ***B. November 1, 2017 Regular Meeting minutes***

- 246 ■ Tabled by Chair

247
248 **Financial Report**

249 ***B. November Check Register***

- 250 ■ Skipped previously due to removal of Executive Session from Agenda
251 ■ Board requested clarification on the purpose of several checks
252

253 **Chair moved to approve check #s19400-19436 totaling \$111,115.56, no voided checks.**

254 **Linda seconded. and it looks like no voided checks? Okay, I just need a second. Discussion:**
255 **Clarified Board Auditor can vote on finance-based motions but cannot make the motion.**
256 **Vote: Eric, Samantha, Linda, & Richard in favor. Doug noted on record as unable to vote**
257 **via phone. Motion passed.**
258

- 259 ■ Board discussed updates to AED and Treasurer Delegations of Authority: Richard providing
260 editable document for comment/feedback, timeline for feedback, which meeting Board will
261 discuss proposed policies at, and need for legal, WSCC, MRSC, Enduris review
262 ■ Richard Mankamyer: On the record stating, under the current Delegation of Authority to the
263 District Treasurer, as the auditor, there is not a whole lot he can do; Does not feel comfortable
264 signing checks under the current Delegation of Authority to District Treasurer; Board and Staff
265 discussed how to continue to work together to provide Richard with resources, update policies,
266 and ensure checks are signed to cover District bills
267 ■ Board decision to have all comments on the two proposed Delegation of Authority policies
268 submitted to Sarah by December 18th; Sarah will compile and share with Board for discussion
269 at their December 19th WSCC meeting; Board decision to move December Board meeting
270 from December 12th to December 20th; Board Chair will come in
271 ■ Action Item Summary: Creating draft policy for board members to participate in meetings via
272 phone; Providing draft MOU and resolution for 2018 election and doing the appropriate
273 advertising; Chair and AED will finalize December 20th Board Meeting Agenda week of
274 December 11th; Staff will reach out to other District's re: Policies on telephonic meeting
275 participation
276 ■ Board decision for Chair to sign district checks on behalf of the District Auditor next week.
277 ■ ED Report highlights: TCD Legislative Conservation Tour on December 15th; Lack funding to
278 continue Natural Resource Technician hiring process; Kathleen Whalen, Executive Director,
279 retired as of last Friday and will be planning celebration of her 22-year career at TCD;
280 Provided letter to Board in response to letter from WSCC; Summarizes steps implemented at
281 Staff level to fold into Action Plan WSCC is requesting
282

283 **16. Adjourn, All**
284

285 **Richard moved to adjourn. Chair seconded. No Discussion. Vote: All in Favor. Doug noted**
286 **on record as unable to vote via phone. Motion passed.**
287

288 Respectfully Submitted,
289
290

291
292 Eric Johnson, Board Chair

DRAFT



Board of Supervisors
Work Session Minutes
Tuesday, January 30, 2018
1:00pm

Present at Meeting:

Eric Johnson, TCD Board Chair	Linda Powell, TCD Vice-Chair
Richard Mankamy, TCD Board Auditor	Samantha Fleischner, TCD Board Supervisor
Joel Hansen, TCD Associate Supervisor	Sarah Moorehead, Interim Executive Director
Amy Franks, TCD Staff	Joe Hanna, Public
Paula Holroyde, Public	Shana Joy, WSCC
Annabel Kirschner, Public	

Action Items:

None

Meeting not audio recorded

1. Review January 30th Monthly Board Meeting Packet, All

- Supervisors & Staff reviewed agenda items to allow questions/discussions prior to Monthly Board meeting
- No formal Board action was taken

Respectfully Submitted,

Eric Johnson, Board Chair



Board of Supervisors
Monthly Meeting Minutes
Tuesday, January 30, 2018
2:00pm

Present at Meeting:

Eric Johnson, TCD Board Chair	Linda Powell, TCD Board Vice-Chair
Richard Mankamy, TCD Board Auditor	Samantha Fleischner, TCD Board Supervisor
Joel Hansen, TCD Assoc. Supervisor	Sarah Moorehead, TCD Interim Executive Director
Amy Franks, TCD Staff	Ashley McBee, TCD Staff
Nora White, TCD Staff	Deston Denniston, Citizen
Phyllis Farrell	Joe Hanna, Public
Amy Hendershot, NRCS	Paula Holroyde, League of Women Voters (LWV)
Annabel Kirschner	Esther Kronenberg, LWV
Cynthia Stewart, Public	

Action Items:

1. Staff to check existing TCD policies and Deputy Director job description for conflict with draft check signing policy and procedure
2. Staff will develop draft Check Signing policy with language provided
3. Staff will review Motions #12-16 and provide draft language/questions to Sub-Committee prior to meeting
4. Staff will conduct a doodle poll for Sub-Committee to meet February 12th-16th
5. Staff will contact Doug regarding availability/interest to participate in Motion #12-16 Policy Sub-Committee
6. Staff will share R&C resources with Board (ordinances, WSCC materials, law suit info, etc.)
7. Staff will send Board the TCD Assessment MOU, which outlines SPD program
8. Stephanie will provide Board with clarification on the project details, project location(s), and deliverables for NFWF grant

1. Welcome, Introductions, Audio Recording Announcement and Pledge of Allegiance

- Eric Johnson called the meeting to order at 2:00pm. There was a quorum.
- Welcome, Introductions, & Pledge of Allegiance conducted
- Chair announced meeting being recorded

2. Public Comment

- Public comment submitted in written form attached
- Esther Kronenberg
- Paula Holroyde
- Cynthia Stewart
- Annabel Kirschner
- Joe Hanna

3. Agenda Review, All

- MOUs (Item #s 11-13): Moved after Agenda Item #7
- TCD Action Plan for Executive Director: Added as #7B
- Issue Action Plan after Deschutes Workgroup MOU
- WSCC Executive Committee: Added as #5C

- TCD Communications: Added after Issue Action Plan (between #s7-8)
- SSG/NFW Contract Consideration: Included with MOUs after #7
- Conservation easement Update: Due to developing information, moved to February Agenda
- Partner Reports: Moved before Agenda Item #4

4. Policy and Procedures Updates, All

- Board and Staff discussion of policies/motions brought forth by Richard

Richard moved to adopt Motion #11-013018. Linda seconded. Discussion: Unclear if developing new policy or supplementing existing policy; Clarification that policy purpose is to allow only Board to sign checks because Board is ultimately responsible, and remove authorization for TCD's CPA to sign checks; Concern expressed regarding needing to ensure that having internal signatures only and eliminating external/ non-biased oversight does not violate State Auditor requirements, WSCC oversight, or be a legal issue; Clarification that our CPA will continue to provide financial oversight but not sign checks; Concern expressed that this is a full Board responsibility but policy delegates authority to Board Auditor, Chair, and Vice-Chair; Discussed need for contingency plan if two Supervisors are not available to sign checks; Discussed need to put language decided upon into formal TCD Policy & Procedure template; Staff recommendation to have two Board signatures for checks but retain CPA as well, due to their value to the process; Discussed option to issue RFQ for new CPA; Discussed current CPA has 20+ year relationship and institutional knowledge, professional auditor with valuable insight, provides good service to TCD; May be able to save money but cannot replace relationship; Staff recommendation to review CPA contract prior to putting motion outcomes into effect; Need friendly amendment to re-name as "Check Signing Policy"; Board discussion on need and process for an authorized Staff signer in case of emergencies; Removing signatory authority for Deputy Director is a concern because in their job description; Friendly amendment and Board decision that Executive Director or Acting Executive Director can sign with authorization from a Supervisor, other than the Supervisor who will be available to sign checks; Board & Staff worked on language stating such; Revised draft motion below; Decision for Staff to use language agreed upon in revised motion to draft complete TCD Policy and bring back to Board; Discussion and Board decision to review policies/job descriptions as well to ensure no conflicts with final draft of policy. Vote: None in favor. Chair, Linda, & Richard opposed. Samantha abstained. Motion dies.

Updated Policy Draft Language: "All checks will be signed by the Board Auditor and one other Board member. In the event a second Board member is available, a second 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."

AI – Staff to check existing TCD policies and Deputy Director job description for conflict with draft check signing policy and procedure

AI – Staff will develop draft Check Signing policy with language provided

- Board decision to convene a Sub-Committee to review remainder of motions proposed (Motions #12-013018 - #16-013018) to include Sarah, Linda, Richard and will check with Doug to see if interested
- Staff will collate feedback received and work on draft policies prior to Motion #12-16 Policy Sub-Committee meeting

- 99 **AI – Staff will review Motions #12-16 and provide draft language/questions to Sub-Committee**
100 **prior to meeting**
101 **AI – Staff will conduct a doodle poll for Sub-Committee to meet February 12th-16th**
102 **AI – Staff will contact Doug regarding availability/interest to participate in Motion #12-16 Policy**
103 **Sub-Committee**
104

105 **5. Partner Reports**

106 **A. NRCS, Amy Hendershot**

- 107 ■ Environmental Quality Incentives Program (EQIP) deadline March 16th; Allowing \$450k per
- 108 entity/person (per Farm Bill stipulations); Continuing high tunnel program and allowing funding
- 109 request for multiple high tunnels, with \$15k cap on payments
- 110 ■ Olympia Oyster Restoration Initiative: 3rd year of program and will terminate if more interest not
- 111 generated; NRCS working with tribes to implement projects in Henderson and Budd Inlet
- 112 ■ Local Workgroup meetings upcoming; Board consensus for Eric to represent TCD again

113 **B. WSCC, Shana Joy**

- 114 ■ Conservation Accountability and Performance Program (CAPP) has two program parts: 1) Legal
- 115 & WAC Accountability requirements and 2) Best Practices performance review; Latter still under
- 116 development; Only implementing Accountability requirements; Open Public Meetings Act and
- 117 Open Public Records requirements identified as areas of concern for TCD Board; Concerned
- 118 continuing discussion on TCD Governance Action Plan was not on agenda; Glad it is now and
- 119 offered further assistance if requested

120 **5C WSCC Executive Committee**

- 121 ■ Chair seeking minutes from November WSCC Commission Meeting meeting; Will be posted on
- 122 WSCC website when approved
- 123 ■ Chair asked Samantha if she wrote letter to WSCC Executive Committee because appeared to be
- 124 written from a TCD computer; Samantha confirmed she wrote the letter

126 **6. District Funding, All**

127 **A. Rates & Charges Update**

- 128 ■ Staff reviewed 2018 Rates & Charges Timeline; Staff recommended TCD Board move forward
- 129 with pursuing Rates & Charges (R&C) in 2018
- 130 ■ Board and Staff discussed delaying start of 2018 R&C timeline until elections/appointments
- 131 concluded and next term Supervisors seated on Board; Board decision to move forward with
- 132 current 2018 R&C Timeline

134 **AI – Staff will share R&C resources with Board (ordinances, WSCC materials, law suit info, etc.)**
135

136 **B. Capital Budget Update**

- 137 ■ Staff provided update on Capital Budget and Hirst decision
- 138 ■ Shana Joy provided updates on WSCC's three pots of capital funds: CREP, Natural Resource
- 139 Investment Funding (Non-Shellfish), and Shellfish funding; Will hear in next couple of weeks if
- 140 WSCC makes awards to TCD

141 **C. 2018 Shellfish Work Program**

- 142 ■ Staff reviewed updated 2018 Shellfish Work Program (SWP), which funds Shellfish Protection
- 143 District (SPD) work for 2018; Seeking TCD Board approval of SWP at this time
- 144 ■ Board and Staff discussed: how to fund SWP in 2019 due to no R&C in 2018, importance of 2018
- 145 SWP providing immediate funding for TCD Technical Assistance/Resource Team Staff capacity,
- 146 and agreement with County that stipulates how these funds can be spent

Samantha moved to approve the 2018 Shellfish Work Program. Linda seconded. Discussion:
Richard wants to see the MOU with the County; Not settling well with him because is last minute;
Sarah clarified the 2018 SWP has been an ongoing TCD Board discussion since September 2017;
She understands having questions and wants to help Richard/Board feel comfortable. Vote: All in
favor: Eric, Linda, and Samantha. Richard opposed. Motion passed.

AI – Staff will send Board the TCD Assessment MOU, which outlines SPD program

7. 2018 District Budget (Revised), Amy Franks

A. 2018 TCD Annual Plan Development

- Staff reviewed updated TCD 2018 Budget, amended to include Capital Budget funding for CREP and Chehalis Strategy outreach and projects
- Board and Staff discussed need for funding to hire an Executive Director
- Amy F. will integrate SWP funding and provide updated TCD 2018 Budget to Board; Will include more details/description for Budget categories
- Board decision to post-pone Executive Director Action Plan based on continued analysis of funding availability

8. Board Meeting Minutes Review, All – *Action Items*

(Information only: December 20, 2017 action items report)

A. February 28, 2017 Regular Meeting minutes

- Not addressed

B. September 26, 2017 Regular Meeting minutes

- Not addressed

C. November 1, 2017 Special Meeting minutes

- Not addressed

D. November 21, 2017 Special Meeting minutes

- Not addressed

E. December 20, 2017 Regular Meeting minutes

- Not addressed

F. January 9, 2017 Special Meeting minutes

- Not addressed

9. Financial Report, Amy Franks

A. Monthly Financial Report

- Not addressed

B. January Check Register

- Not addressed

10. 2018 Elections & Appointments Update, Nora White

- Nora White, Election Supervisor, provided update; Four elected position candidates applied and approved by Auditor's Office; Fifth Candidate withdrew today; Absentee ballots will be available starting Monday, February 5th; Provided draft 'How To Vote' handout
- Starting marketing for Appointed position that opens this year
- Board decision to cap TCD printing of 'How To Vote' handout at 25 copies for each candidate

11. Voluntary Stewardship Program MOU, Sarah Moorehead – *Action Item*

- Staff reviewed process leading to VSP MOU coming to TCD Board for consideration

- VSP Funding allocated to Thurston County and contracting TCD for implementation; Not as much funding as anticipated; Thurston County BOCC decided how money was allocated; Robust need will demonstrate need for more funding allocation to TCD in future

Samantha moved to approve the MOU between Thurston County and Thurston Conservation District for Services Supporting the Voluntary Stewardship Program. Linda seconded.

Discussion: Discussed how many Stewardship Plans can be developed with current MOU funding allotment; Hard to estimate due to greatly differing landowner needs and first time developing these plans; Staff estimate at approximately 14 plans. Vote: All in favor. Motion passed.

12. RCO Project #15-1411P Amendment 6, Sarah Moorehead – *Action Item*

- Contract amendment provides additional \$15k for Lead Entity Administrative capacity; Will likely receive another Amendment at next Board Meeting, due to recent release of Capital Budget

Samantha moved to approve RCO Project #15-1411P Amendment #6. Linda seconded. No discussion. Vote: All in favor. Motion passed.

13. Deschutes Workgroup MOU, Sarah Moorehead – *Action Item*

- MOU provides for continuation of 2017 work to facilitate a stakeholder group, building on foundation of work Deschutes TMDL group started, to focus and prioritize water quality improvement
- Board presented with Draft MOU; Staff anticipate few and minor edits before finalization; Board decision to authorize Board Chair to sign upon finalization

National Fish and Wildlife Foundation (NFWF) Grant Agreement for SSG

- Grant agreement that provides funding for South Sound GREEN to facilitate education and restoration implementation via their Prairies and Pollinators Program

Samantha moved to allow Chair to sign NFWF Agreement Proposal Id #55805. Linda seconded.

Discussion: Board and Staff discussed concern with Project Description language seemingly indicating 54 acres of prairies will be restored with awarded funding; Staff understanding is funding centered around education and not restoration metrics; Need to update Period of Performance dates; Friendly amendment: Board authorizes Chair to sign grant agreement, pending Stephanie sends out additional information for Board review. Staff invited Supervisors to contact Stephanie directly if they have questions, beyond her update. Vote: All in favor. Motion passed. Sarah invited Supervisors to contact Stephanie directly if they have further questions and she will be happy to share more.

AI – Stephanie will provide Board with clarification on the project details, project location(s), and deliverables for NFWF grant

TCD District Governance Action Plan

- TCD District Governance Action Plan deadline for approval is January 31st
- Board, Staff, and Shana discussed element #7 (Lengthy & Inefficient Board Meetings) remaining to be addressed in Action Plan; Board decision to address timeline in which Supervisors receive Board meeting packets, to allow for more time to review materials and prepare for Board meetings
- Board decision: Staff will send Board the Draft Agenda by 12 days before meeting; Board will provide comment to Acting Executive Director by 11 days before meeting, Chair will finalize Agenda by 8 days before meeting, Packets will be sent to Board 6 days before meeting

- Conduct trial in February and can update process if needed

Samantha moved to adopt the TCD District Governance Action Plan. Linda seconded. Eric friendly amendment to state whole document title, and notate date adopted: January 30th 2018. No discussion. Vote: Samantha, Linda, and Eric in favor. Richard opposed. Motion passed.

14. Phillips Burgess Invoice for 11/27/17, Sarah Moorehead – *Action Item*

- Phillips Burgess permanently cancelled 11.27.17 invoice

15. Farmland Easement Program Development, Sarah Moorehead

A. NRCS Easement Programs, Amy Hendershot (NRCS)

- Tabled to February Monthly meeting

16. Adjourn, All

Samantha moved to adjourn. Linda seconded. No discussion. Vote: All in favor. Motion passed.

Respectfully Submitted,

Eric Johnson, Board Chair

Thurston Conservation District Public Comments January 30, 2018

My name is Esther Kronenberg and I speak as a private citizen who is interested in the cause of conservation and the protection of natural resources. I first learned of troubles at the District at a County Commission meeting, made calls to various staff and others to learn what had happened, listened to recordings of past District meetings, and shared my concerns with members of the public after learning members of this Board failed to attend and vote at a November 6 meeting that resulted in the loss of 1/3 of the 2018 budget and thereby, of many County conservation programs.

I want to thank Supervisors Mankamyer and Johnson for reaching out to me at the last meeting as allies wanting to share your perceptions of this situation and offering to send me documents corroborating your expressed belief that staff was involved in unethical financial mismanagement. Your accompanying letter stated that this was "just the tip of the iceberg." I have shared these documents with others who have reviewed them. I would like to read the first document sent to me by Supervisor Mankamyer.

This is from the website Ripoff Report.

"TCD SEXIST RACKET INCOMPETENT LIARS

TCD of Olympia WA is sexist. If you're a man, don't even bother applying to TCD. The women in charge of TCD want to keep it the way it is. They are completely and utterly incompetent, extremely sexist towards men and don't want any outside opinions- no matter what they say. And they play games, telling you one thing and then doing another. They will lie to you and blow you off. Look out for TCCD of Olympia WA. It's a racket full of spiteful people. Stay clear, especially of the TCD bullshit native plant sales. They will just sell you garbage plants."

This was shocking, so I googled the ripoff report website where this was posted. I learned that Consumer Affairs lists it as an unaccredited site and has 28 of 30 reviews detailing what a scam it is. And from Wikipedia -

"Ripoff Report allows users over the age of 14 to complain anonymously about any firm or person. The site does not verify the identity of users...it neither investigates, confirms nor corroborates the accuracy of submissions. According to Bloomberg Businessweek, its operation is an example of "how to make money rebuilding reputations having destroyed them first" which is why a federal court stated that victims have "probable cause to sue for extortion and racketeering."

Then I read the staff biographies. I saw young people who are motivated to work preserving the environment, not to make lots of money. They may be from different backgrounds than you, but that hardly qualifies them as the enemy you so seem to fear and attack.

As organic farmers, you are well aware of the dangers of pesticides, how they destroy beneficial organisms, rendering the soil lifeless. You may want to grow this Conservation District in new directions. But is it beneficial or ethical to spray this work environment with the equivalent of Agent Orange in the form of these hateful words, to kill what's here so you can start afresh?

So far, I have received no information from you that has altered our view that you have not fulfilled the most basic fiduciary duty of your office. We would certainly be willing to meet with you as you have requested, but suggest that if you truly believe there has been a misuse of public funds, you have a responsibility to report it to the State Commission and the Attorney General.

Thank you.

TCD Board of Supervisors,

I am Paula Holroyde. I am a member of the LWVTC, and several other TC organizations. Today, I am speaking as a resident of Thurston County.

After attending several TCD meetings and reading as much as I can find about TCD, I am very disheartened. Mr. Johnson, you excused yourself for not knowing how to run a meeting, because you are not professionals. Really. In 2 minutes online, I found and printed a copy of the basics of Robert's Rules. I strongly urge you get online and get a better handle of your job description and how to run a meeting. A brief example, the chair does not make a motion. The chair asks for a motion. If there is no motion, the question dies for lack of a motion. Or if there is no second, the question may die for lack of a second. The chair only votes to break a tie.

The TCD is a very integral part of Thurston County. It provides a wealth of information, as well as many important services. Those of you who made a decision to severely disrupt TCD funding, have done a real disservice to this community. When you point fingers at and blame others, remember, there are 3 fingers pointing back at you.

Your decision to try to take TCD on a different course has been as successful as replacing a 3" water meter with a 3/4" water meter to save money. Somehow, you did not draw up a plan or study the consequences.

Your idea of how to guide the TCD into the future is also lacking. Your job is to set a course for the present and future of TCD. If you set the course properly, things work smoothly. If you design a golf course, it is not your job to walk along with the professional golfer, tell them what club to use, what kind of shot to hit, how high to hit it, or how much spin to have on the ball.

The mission of TCD, a non-regulatory agency, strives to conserve and sustain the beneficial use and protection of local natural resources through partnerships with the County's rural, agricultural, and urban communities, as well as local, state, federal, and tribal agencies. If that is not your primary mission, you do need to seriously consider resigning. Can you honestly, say at the end of the day, you have done the best you can, in your capacity for the citizens of Thurston County?

Thank you,
Paula Holroyde

Annabel Kirschner

Comments Thurston County Conservation District Meeting January 30, 2018

Thank you for having me back. I was at the December 20th meeting because I heard the district had failed to receive \$500,000 when no representative showed up or called in for an important meeting. There seemed to be no good explanation at the time. I have talked briefly with Eric Johnson and Richard Mankamy (current board members) and James Gouche (a former board member) since then but no clear explanation has been forthcoming. These gentlemen all spoke to their commitment to support agriculture as their reason for joining the board, but the broad goal of the district is to **“conserve and sustain the beneficial use and protection of local natural resources.”** It is important this goal be foremost in all Conservation District efforts now that funds have been lost.

I have heard about the tension between some board members and long time staff, represented in this this offensive rant on Ripoffreport.com which I have attached. I recommend that the board do what it can to have this removed. There was also a contention of a conflict of interest related to salmon recovery efforts. But this was adjudicated with a finding of no conflict. So it seems time to focus on the main business of the Conservation District. Efforts to help farmers must fall within the mission.

It appears that only 1 full time member has resigned, James Weatherford. He had been with the board since 2004 and had expertise in conservation practices, soil testing and nutrient management to keep watersheds clean. He was honored as the Southwest Region Employee of the Year for his work. The hours of other staff have been reduced somewhat But reduction in hours can be a form of squeezing out staff if they are dependent on their salaries.

Will his loss and reduction of staff hours hinder important work for the Conservation District? Nutrient management is an especially important in helping to keep Thurston County's waters clean--this includes managing wastes which come from humans and failing septic systems, animal wastes that are not properly contained on a farmers property or from over fertilization. Toxic algae blooms are directly due to these

factors and every year these blooms close down different lakes in the county, including last year, Long Lake one of the few places where people can swim for free during the summer. These blooms also close down oyster and other shellfish beds, a major source of income for some county residents.

Without a clear explanation of why \$500,000 in funds were lost one wonders if there was a hidden agenda for not applying, – did some board members want a quick and easy way to fire staff with whom they disagreed without due process and/or was this a way to curtail programs that some of their constituents didn't want? One does not know.

But what is clear, with this budget reduction, board members and staff **MUST** focus on conservation and protecting local natural resources above all other issues.

- I am a supporter of the Thurston Conservation District. I have been aware of your programs for some time and have taken advantage of your native plant sale on a number of occasions. And, those plants were fine.
- I attended my first Board of Supervisors meeting earlier this month and was very dismayed at what I heard. Supervisors were unprepared, the meeting didn't follow standard meeting protocols, and a significant amount of time was wasted for both you and the people attending the meeting.
- That led me to wonder what else is happening administratively. I asked for a copy of your 2017 and 2018 budgets. What I saw was quite puzzling. And so I have these questions (and more):
 - Why is your 2018 budget nearly \$700,000 less than 2017? How can you function with a 38% reduction in your budget?
 - When was your decision to shift from an assessment (2017) to increased rates and charges (2018) made? And why?
 - I have studied the Thurston County budget extensively and note that while your budget for 2018 includes \$269,242 from Thurston County in it, there is no corresponding expenditure or fund transfer to you in their budget. This is puzzling.
 - Why is there a \$382,690 reduction in revenue from the State Conservation Commission between 2017 and 2018?
- These baffling and, frankly, shocking changes need to be explained - and publicly. You have to cut programs for what appears to be no logical reason and without transparency. The citizens of Thurston County should be told what is happening here. I urge you to publish some report to the public that provides explanations for these very odd changes.

Cynthia Stewart
January 30, 2018



MEMO

To: TCD Board of Supervisors

From: Sarah Moorehead (*Acting Executive Director*)

Date: February 27, 2018

Subject: 2.27.18 Financial Reports

- ❖ Included in your packet is the Monthly Financial Packet received at the 1.30.18 Board meeting, as it contains the January Check Register for Board review/approval.
- ❖ The February 2018 check register and monthly financial report will be mailed and emailed tomorrow (February 23rd) due to the inclement weather

Financial Report Notes

December 2017

Balance Sheet – As of December 31st there was \$12,907.05 in the checking account. The Shellfish Protection District restricted savings account balance was \$272,334.93 and the general savings account balance was \$41,213.09. The accounts receivable balance was \$207,648.69. As of January 25th we have received \$41,933.79 of those funds.

Balance Sheet compared to last year – We see only a 10.9% less overall cash position at the end of 2017 than we had the end of 2016.

Profit and Loss – Several grants ended in December 31st, so there were some large vouchers including grant close out expenses and final reconciliations.

Profit and Loss compared to last year – December of this year had much more grant activity than last year, although we had more staff! We are so efficient!

Profit and Loss; Budget vs. Actual – For the month of December, we received 126.96% of anticipated revenue and spent 127.95% of anticipated expenses. For 2017 overall, we received 93.23% of anticipated revenue and spent 95.24% of anticipated expenses. Not bad!

10:05 AM
01/25/18
Accrual Basis

Thurston Conservation District
Balance Sheet
As of December 31, 2017

	Dec 31, 17
ASSETS	
Current Assets	
Checking/Savings	
3088010 Checking Accounts	12,907.05
3088020 Savings Accounts	313,548.02
3088030 Petty Cash	157.76
Total Checking/Savings	326,612.83
Accounts Receivable	
3090000 Accounts Receivable	207,648.69
Total Accounts Receivable	207,648.69
Other Current Assets	
3090500 Prepaid Accounts	9,980.00
Total Other Current Assets	9,980.00
Total Current Assets	544,241.52
TOTAL ASSETS	544,241.52
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	55,991.62
Long Term Liabilities	
Restricted Funds	231,066.50
Total Long Term Liabilities	231,066.50
Total Liabilities	287,058.12
Equity	
3200000 Opening Bal Equity	286,884.05
3201000 Retained Earnings	12,965.51
Net Income	-42,666.16
Total Equity	257,183.40
TOTAL LIABILITIES & EQUITY	544,241.52

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Accrual Basis

Thurston Conservation District
Balance Sheet Prev Year Comparison
As of December 31, 2017

	<u>Dec 31, 17</u>	<u>Dec 31, 16</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
3088010 Checking Accounts	12,907.05	182,880.16	-169,973.11	-92.9%
3088020 Savings Accounts	313,548.02	299,749.25	13,798.77	4.6%
3088030 Petty Cash	157.76	136.38	21.38	15.7%
Total Checking/Savings	<u>326,612.83</u>	<u>482,765.79</u>	<u>-156,152.96</u>	<u>-32.4%</u>
Accounts Receivable				
3090000 Accounts Receivable	207,648.69	119,204.48	88,444.21	74.2%
Total Accounts Receivable	<u>207,648.69</u>	<u>119,204.48</u>	<u>88,444.21</u>	<u>74.2%</u>
Other Current Assets				
3090500 Prepaid Accounts	9,980.00	8,603.20	1,376.80	16.0%
Total Other Current Assets	<u>9,980.00</u>	<u>8,603.20</u>	<u>1,376.80</u>	<u>16.0%</u>
Total Current Assets	<u>544,241.52</u>	<u>610,573.47</u>	<u>-66,331.95</u>	<u>-10.9%</u>
TOTAL ASSETS	<u>544,241.52</u>	<u>610,573.47</u>	<u>-66,331.95</u>	<u>-10.9%</u>
LIABILITIES & EQUITY				
Liabilities	287,058.12	310,963.91	-23,905.79	-7.7%
Equity				
3200000 Opening Bal Equity	286,884.05	286,884.05	0.00	0.0%
3201000 Retained Earnings	12,985.51	69,674.83	-56,709.32	-81.4%
Net Income	-42,666.16	-56,949.32	14,283.16	25.1%
Total Equity	<u>257,183.40</u>	<u>299,609.56</u>	<u>-42,426.16</u>	<u>-14.2%</u>
TOTAL LIABILITIES & EQUITY	<u>544,241.52</u>	<u>610,573.47</u>	<u>-66,331.95</u>	<u>-10.9%</u>

10:05 AM

01/25/18

Accrual Basis

Thurston Conservation District

Profit & Loss

December 2017

	Dec 17	Jan - Dec 17
Ordinary Income/Expense		
Income		
3300000 · Intergovernmental Rev	98,206.35	732,166.21
3400000 · Charges Goods&Svcs	87.24	24,186.34
3600000 · Miscellaneous Revenue	10,247.87	90,182.48
3685000 · Assessment	28,845.37	403,835.55
Total Income	137,386.83	1,250,370.58
Gross Profit	137,386.83	1,250,370.58
Expense		
5531010 · Salaries & Benefits	66,594.15	827,307.24
5531030 · Supplies	10,484.93	67,473.08
5531040 · Services & Charges	66,587.08	339,919.51
5531060 · Maintenance	640.86	5,070.09
5945360 · Capital Outlays	0.00	5,308.62
5980000 · Other Financing Uses	451.65	47,958.20
Total Expense	144,758.67	1,293,036.74
Net Ordinary Income	-7,371.84	-42,666.16
Other Income/Expense	0.00	0.00
Net Income	-7,371.84	-42,666.16

3:40 PM

01/25/18

Accrual Basis

Thurston Conservation District

Profit & Loss Prev Year Comparison

December 2017

	Dec 17	Dec 16	\$ Change	% Change
Ordinary Income/Expense				
Income				
3300000 · Intergovernmental Rev	98,206.35	60,258.36	37,947.99	63.0%
3400000 · Charges Goods&Svcs	87.24	333.66	-246.42	-73.9%
3600000 · Miscellaneous Revenue	10,247.87	7,559.21	2,688.66	35.6%
3685000 · Assessment	28,845.37	30,427.26	-1,581.89	-5.2%
Total Income	<u>137,386.83</u>	<u>98,578.49</u>	<u>38,808.34</u>	<u>39.4%</u>
Gross Profit	137,386.83	98,578.49	38,808.34	39.4%
Expense				
5531010 · Salaries & Benefits	66,594.15	70,424.85	-3,830.70	-5.4%
5531030 · Supplies	10,484.93	6,434.53	4,050.40	63.0%
5531040 · Services & Charges	66,587.08	29,696.02	36,891.06	124.2%
5531060 · Maintenance	640.86	0.00	640.86	100.0%
5945360 · Capital Outlays	0.00	1,713.10	-1,713.10	-100.0%
5980000 · Other Financing Uses	451.65	3,368.43	-2,916.78	-86.6%
Total Expense	<u>144,758.67</u>	<u>111,636.93</u>	<u>33,121.74</u>	<u>29.7%</u>
Net Ordinary Income	-7,371.84	-13,058.44	5,686.60	43.6%
Other Income/Expense	0.00	0.00	0.00	0.0%
Net Income	<u>-7,371.84</u>	<u>-13,058.44</u>	<u>5,686.60</u>	<u>43.6%</u>

Thurston Conservation District
Profit & Loss Budget vs. Actual
Month of December

REVISED BUDGET

Funding Sources	December	Budget	\$ Over Budget	% of Budget	Actual Basis
Income					
Assessment	34,471.50	34,471.50	0.00	100.0%	
Grants and Programs	99,206.33	75,101.25	-23,105.10	130.77%	
Charges for Goods and Services	87.24	1,886.87	1,579.43	5.25%	
Other	10,247.87	1,407.50	-8,840.37	728.05%	
Total Income	143,912.94	112,866.82	-31,046.12	127.56%	
Expense					
Salaries and Benefits	66,594.15	71,166.75	4,572.60	93.57%	
Supplies	10,484.93	5,844.08	-4,640.85	178.41%	
Professional Services	50,787.30	18,681.50	-32,105.80	271.85%	
Contracted Services	2,257.89	5,340.42	3,072.44	42.47%	
Travel	1,954.23	3,139.58	1,185.35	62.75%	
Facilities and Utilities	8,828.59	5,403.83	-3,524.76	165.23%	
Other	3,751.49	3,580.33	-163.16	104.57%	
Total Expense	143,753.67	119,134.15	-24,619.52	127.95%	
Net Ordinary Income					
	-1,745.71	-487.43	1,258.13		
Net Income					
	142,167.23	112,379.39	-29,787.84	126.56%	
28,845.37 of annual allocation					
28,845.37 collected in December					

Thurston Conservation District
Profit & Loss Budget vs. Actual
January - December 2017

REVISED BUDGET

Funding Sources	Jan - Dec	Budget	\$ Over Budget	% of Budget	Actual Basis
Income					
Assessment	413,658.00	413,658.00	0.00	100.0%	
Grants and Programs	787,594.17	801,215.00	103,710.83	88.45%	
Charges for Goods and Services	24,186.34	20,000.00	-4,186.34	120.93%	
Other	24,844.52	16,880.00	-7,964.52	147.1%	
Total Income	1,240,183.03	1,251,753.00	-11,569.97	98.22%	
Expense					
Salaries and Benefits	827,307.24	854,001.00	26,693.76	96.87%	
Supplies	67,473.09	70,120.00	2,655.92	96.21%	
Professional Services	157,133.31	224,178.00	57,044.69	74.55%	
Contracted Services	75,394.48	64,086.00	-11,218.48	117.51%	
Travel	24,326.43	37,555.00	12,528.57	66.37%	
Facilities and Utilities	69,704.13	64,846.00	-4,858.13	105.72%	
Other	51,680.07	42,820.00	-8,860.07	144.06%	
Total Expense	1,253,035.72	1,337,536.00	84,500.28	93.24%	
Net Ordinary Income					
	-12,852.69	-85,782.00	72,929.31		
Net Income					
	-12,852.69	-85,782.00	72,929.31		
458,655.15 Actual collected					

OPTION 1 - FULL ALLOCATION OF G&A

	Activities Funded by Assessment & Other Unrestricted Resources											
	General Admin.	Less Allocable Admin.	Net Gen. Admin.	Funding Develop.	Non-Billable Program Staff (1)	Total	GREEN	MISC	RCO	SF	WCC	Total
Assessment												
State Grants	28,845		28,845			28,845						28,845
Federal Grants			-			-			3,497		48,829	52,326
MISC	87		87			-	17,606	721		33,954		-
Total Revenue	28,932	-	28,932	-	-	28,932	17,606	721	3,497	33,954	48,829	133,539
Salaries etc.	66,050		66,050			66,050						66,050
Allocated Salaries etc.			-			(31,075)	2,752	1,123	3,317	7,557	16,326	
Supplies	1,092		1,092			1,092	349	271		4,757	636	7,105
Other Expenses	10,031		10,031			10,031	672	431	181	19,751	28,692	59,758
Total Expenses	77,173	-	77,173	-	-	46,098	3,773	1,825	3,496	32,065	45,654	132,913
Operating Income (Loss)	(48,241)	-	(48,241)	-	-	(48,241)	(3,833)	(1,104)	(1)	1,889	(3,175)	(626)
Overhead Allocation (2)	77,173	-	77,173	-	-	46,098	(2,003)	(969)	(1,857)	(17,026)	(24,242)	-
Net Income after Allocation	-	-	-	-	-	-	11,830	(2,073)	(1,858)	(15,137)	(21,067)	625
Allowable Indirect Billing (3)							688	281	199	1889	4082	7,139
Unfunded Indirect Costs (4)							(1,315)	(688)	(1,658)	(15,137)	(20,160)	(38,959)

(1) Recommended New "Job" to account for all program staff time not spent working on a program/grant or funding development project. Previously this time was reflected in Gen. Admin. when such costs are not a cost of administration but a cost of program functions even if they will not be charged to a specific grant or program. *Implemented 3/1/2013

(2) The total district expenses are allocated proportionately to each total grant expense.

(3) Allowable indirect billing assuming the following allowable indirect cost reimbursement rates by grant.

DOC	8%
DOE	25%
GREEN	n/a
MISC	n/a
RCO	~ 6%
SF	25%
USFWS	25%
WCC	25%

(4) 2017 Assessment budget assumed \$92,106 per month in expenses.

Date Check # through Check # Totaling Voided Check #'s
 1/25/2018 19457 19487 111,047.24 19470 - 19471 wrong vendors

Detail

The following checks were written on Timberland Bank:

12/20/2017	19457		19487	51,039.72	Accounts payable
12/22/2017	dd12221701		dd12221712	19,010.08	Payroll
12/28/2017	EFT		EFT	69.00	DOR - Business License
12/29/2017	EFT		EFT	55.00	DRS - DCP
1/2/2018	EFT		EFT	6,601.64	Federal payroll liabilities
1/5/2018	EFT		EFT	55.00	DRS - DCP
1/10/2018	dd01101801		dd01101811	18,350.97	Payroll
1/16/2018	EFT		EFT	5,803.88	Federal payroll liabilities
1/17/2018	EFT		EFT	10,061.95	DRS - PERS

Total 111,047.24

Richard Mankamy, Board Auditor

Date

Thurston Conservation District

Check Register

As of December 19, 2017

6:35 PM

12/19/2017

Accrual Basis

Type	Num	Source Name	Memo	Amount
3088010 Checking Accounts				
3081001 - 308.10.01 Cash TimberLand Bank				
Bill Pmt -Check	19457	A & L Western Agricultural Laboratories	soil tests	-180.40
Bill Pmt -Check	19458	Circle B Enterprises	Project materials	-4,436.64
Bill Pmt -Check	19459	Coastal Custodial	Oct. 2017 Custodial Services	-284.14
Bill Pmt -Check	19460	Comcast	Internet / phone services	-370.63
Bill Pmt -Check	19461	Dan Borba	Rain Barrel Workshop Fees	-250.00
Bill Pmt -Check	19462	Half Moon Sanitation	porta potty rental	-125.00
Bill Pmt -Check	19463	Mason Conservation District	Planting Crew Charges	-3,951.62
Bill Pmt -Check	19464	Minuteman Press	pre-order marketing postcard mailer (plant sale)	-307.18
Bill Pmt -Check	19465	Native Plant Salvage Foundation	Shoreline TA - Workshop	-1,144.61
Bill Pmt -Check	19466	Olympian, The	Rates & Charges Public Hearing Legal Ad + Pat	-290.98
Bill Pmt -Check	19467	Pacific Shellfish Institute	Everyday Action Grant - Oct. Activities	-1,691.50
Bill Pmt -Check	19468	Pioneer Fuel	11/30 & 12/15 fuel charge invoices	-80.01
Bill Pmt -Check	19469	Regence - Life Insurance	Dec. Life Insurance	-41.64
Bill Pmt -Check	19470	Ricoh USA, Inc.	VOID:	0.00
Bill Pmt -Check	19471	Ricoh, USA Inc - Usage	VOID: Use Charge	0.00
Bill Pmt -Check	19472	Tape to Type	Nov 21 2017 board meeting transcript	-529.00
Bill Pmt -Check	19473	Tumwater School District	WQ testing - sub / bus	-309.88
Bill Pmt -Check	19474	WA St University Energy Program	VOID: November 2017 IT Support	0.00
Bill Pmt -Check	19475	Weatherford, James (employee)	Meal Reimbursement	-162.00
Bill Pmt -Check	19476	Whillock Limited Partnership 1	Dec and Jan rent	-7,900.00
Bill Pmt -Check	19477	Ricoh USA, Inc.	copier lease	-184.87
Bill Pmt -Check	19478	Ricoh, USA Inc - Usage	Printing fees	-169.70
Bill Pmt -Check	19479	WA St University Energy Program	November 2017 IT Support	-594.00
Bill Pmt -Check	19480	Grays Harbor Conservation District	contracted work on Chehalis projects grant	-10,160.38
Bill Pmt -Check	19481	Hatch-Winecke, Amy B (employee)	mileage reimbursement	-131.08
Bill Pmt -Check	19482	South Puget Sound Salmon Enhancement Group	Restoration planting on Lower McLane	-12,000.00
Bill Pmt -Check	19483	FCS Group	Rates and Charges public meeting prep	-1,785.00
Bill Pmt -Check	19484	Grays Harbor Conservation District	SW area meeting dues	-15.00
Bill Pmt -Check	19485	Griffin School District	sub and bus for field trip	-504.12
Bill Pmt -Check	19486	Pacific Shellfish Institute	November 2017 Everyday Action grant activities	-3,098.00
Bill Pmt -Check	19487	Rushon, Doug	WACD lodging	-324.54
Total 3081001 - 308.10.01 Cash TimberLand Bank				-51,039.72
Total 3088010 Checking Accounts				-51,039.72
TOTAL				-51,039.72

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against Thurston Conservation District."

Richard Manhemeyer
Richard Manhemeyer, District Auditor

Steve Davis
Steve Davis, District CPA

Date

12/20/17
Date

9:33 AM

01/25/18

Thurston Conservation District
Payroll Transactions by Payee
 December 16, 2017 through January 23, 2018

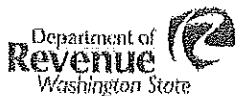
Date	Name	Num	Type	Memo	Account	Amount
Benefit Resource, Inc						
12/29/2017	Benefit Resource, Inc	EFT	Liability Check		3081001 · 308.10.01...	-330.02
Total Benefit Resource, Inc						-330.02
Colonial Supplemental Insurance						
12/29/2017	Colonial Supplement...	19488	Liability Check		3081001 · 308.10.01...	-350.36
01/08/2018	Colonial Supplement...	19507	Liability Check		3081001 · 308.10.01...	-350.36
Total Colonial Supplemental Insurance						-700.72
Dept of Retirement Systems						
12/29/2017	Dept of Retirement ...	EFT	Liability Check		3081001 · 308.10.01...	-110.00
Total Dept of Retirement Systems						-110.00
EFT Payment						
12/29/2017	EFT Payment	EFT	Liability Check	91-1011612	3081001 · 308.10.01...	-6,601.64
01/12/2018	EFT Payment	EFT	Liability Check	91-1011612	3081001 · 308.10.01...	-5,803.88
Total EFT Payment						-12,405.52
QuickBooks Payroll Service						
12/21/2017	QuickBooks Payroll ...		Liability Check	Created by P...	3081001 · 308.10.01...	-19,010.08
01/09/2018	QuickBooks Payroll ...		Liability Check	Created by P...	3081001 · 308.10.01...	-15,661.11
01/09/2018	QuickBooks Payroll ...		Liability Check	Created by P...	3081001 · 308.10.01...	-2,689.86
Total QuickBooks Payroll Service						-37,361.05
Berger, Kathleen T						
12/22/2017	Berger, Kathleen T	dd120...	Paycheck	Direct Deposit	3081001 · 308.10.01...	0.00
12/31/2017	Berger, Kathleen T		Liability Adjust		3200000 Opening B...	
01/10/2018	Berger, Kathleen T	dd011...	Paycheck	Direct Deposit	3081001 · 308.10.01...	0.00
Total Berger, Kathleen T						0.00
Bishop, Stephanie E						
12/22/2017	Bishop, Stephanie E	dd120...	Paycheck	Direct Deposit	3081001 · 308.10.01...	0.00
12/31/2017	Bishop, Stephanie E		Liability Adjust		3200000 Opening B...	
01/10/2018	Bishop, Stephanie E	dd011...	Paycheck	Direct Deposit	3081001 · 308.10.01...	0.00
Total Bishop, Stephanie E						0.00
Buckingham, Robin M						
12/22/2017	Buckingham, Robin M	dd120...	Paycheck	Direct Deposit	3081001 · 308.10.01...	0.00
12/31/2017	Buckingham, Robin M		Liability Adjust		3200000 Opening B...	
01/10/2018	Buckingham, Robin M	dd011...	Paycheck	Direct Deposit	3081001 · 308.10.01...	0.00
Total Buckingham, Robin M						0.00
Franks, Amy E						
12/22/2017	Franks, Amy E	dd120...	Paycheck	Direct Deposit	3081001 · 308.10.01...	0.00
12/31/2017	Franks, Amy E		Liability Adjust		3200000 Opening B...	
01/10/2018	Franks, Amy E	dd011...	Paycheck	Direct Deposit	3081001 · 308.10.01...	0.00
Total Franks, Amy E						0.00
Hatch-Winecka, Amy B						
12/22/2017	Hatch-Winecka, Am...	dd120...	Paycheck	Direct Deposit	3081001 · 308.10.01...	0.00
12/31/2017	Hatch-Winecka, Am...		Liability Adjust		3200000 Opening B...	
01/10/2018	Hatch-Winecka, Am...	dd011...	Paycheck	Direct Deposit	3081001 · 308.10.01...	0.00
Total Hatch-Winecka, Amy B						0.00
Healy, Mara E						
12/22/2017	Healy, Mara E	dd120...	Paycheck	Direct Deposit	3081001 · 308.10.01...	0.00
12/31/2017	Healy, Mara E		Liability Adjust		3200000 Opening B...	
01/10/2018	Healy, Mara E	dd011...	Paycheck	Direct Deposit	3081001 · 308.10.01...	0.00
Total Healy, Mara E						0.00
McBee, Ashley R						

9:33 AM

01/25/18

Thurston Conservation District
Payroll Transactions by Payee
December 16, 2017 through January 23, 2018

Date	Name	Num	Type	Memo	Account	Amount
12/22/2017	McBee, Ashley R	dd120...	Paycheck	Direct Deposit	3081001 · 308.10.01...	0.00
12/31/2017	McBee, Ashley R		Liability Adjust		3200000 Opening B...	
01/10/2018	McBee, Ashley R	dd011...	Paycheck	Direct Deposit	3081001 · 308.10.01...	0.00
Total McBee, Ashley R						0.00
Moorehead, Sarah						
12/22/2017	Moorehead, Sarah	dd120...	Paycheck	Direct Deposit	3081001 · 308.10.01...	0.00
12/31/2017	Moorehead, Sarah		Liability Adjust		3200000 Opening B...	
01/10/2018	Moorehead, Sarah	dd011...	Paycheck	Direct Deposit	3081001 · 308.10.01...	0.00
Total Moorehead, Sarah						0.00
Nygard, David W						
12/31/2017	Nygard, David W		Liability Adjust		3200000 Opening B...	
Total Nygard, David W						0.00
Warren, Nicole A						
12/22/2017	Warren, Nicole A	dd120...	Paycheck	Direct Deposit	3081001 · 308.10.01...	0.00
01/10/2018	Warren, Nicole A	dd011...	Paycheck	Direct Deposit	3081001 · 308.10.01...	0.00
Total Warren, Nicole A						0.00
Weatherford, James						
12/22/2017	Weatherford, James	dd120...	Paycheck	Direct Deposit	3081001 · 308.10.01...	0.00
12/31/2017	Weatherford, James		Liability Adjust		3200000 Opening B...	
01/10/2018	Weatherford, James	dd011...	Paycheck	Direct Deposit	3081001 · 308.10.01...	0.00
01/10/2018	Weatherford, James	dd011...	Paycheck	Direct Deposit	3081001 · 308.10.01...	0.00
Total Weatherford, James						0.00
Whalen, Kathleen S						
12/31/2017	Whalen, Kathleen S		Liability Adjust		3200000 Opening B...	
Total Whalen, Kathleen S						0.00
White, Nora E						
12/22/2017	White, Nora E	dd120...	Paycheck	Direct Deposit	3081001 · 308.10.01...	0.00
12/31/2017	White, Nora E		Liability Adjust		3200000 Opening B...	
01/10/2018	White, Nora E	dd011...	Paycheck	Direct Deposit	3081001 · 308.10.01...	0.00
Total White, Nora E						0.00
TOTAL						-50,907.31



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Confirmation

Your request has been submitted and your confirmation number is **0-001-703-658**

Below is information from your application

Filing Date and Time 12/28/2017 12:01:06 PM

UBI 600-330-344

Payment Method ACH Debit/E-Check

Payment Amount \$69.00

Please allow up to 10 business days for processing

Check the status of your application from the **Activity** tab.

For information on business resources, education and workshops go to <http://bls.dor.wa.gov/nextsteps.aspx>

Give us your feedback

If you are a Minority, Woman, Veteran, or Small Business owner, go to OMWBE website at <http://omwbe.wa.gov/survey/>

[Printable Receipt \(PDF\)](#)

OK

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Washington State Department of Retirement Systems

Electronic Payments

Completed Payment Advice

Employer: THURSTON CONSERVATION DISTRICT
Report Period: 10/2017
Retirement Due Date: 11/15/2017
Payment Status: Submitted (12-27-17 11:22:30 AM by A. Frank)

System	Report Group/Invoice #	Amount			
Deferred Compensation Program Payment					
DCP	919	55.00			
Total Amount for DCP:					55.00
Plan 1 Payments					
PERS	2358	0.00			
Total Amount for Plan 1:					0.00
Plan 2 Payments					
PERS	2358	0.00			
Total Amount for Plan 2:					0.00
Plan 3 Payments					
		DB Employer	DC WSIB	DC Self	
PERS	2358	0.00	0.00	0.00	0.00
		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	
Total Amount for Plan 3:					0.00
Total Payment Amount:					55.00
Scheduled Date of Payment:					12/29/2017

Deposit Confirmation

Your payment has been accepted.

Payment Successful

An EFT Acknowledgement Number has been provided for this payment. Please keep this number for your records.

REMINDER: REMEMBER TO FILE ALL RETURNS WHEN DUE!

EFT ACKNOWLEDGEMENT NUMBER:	270840281164202
------------------------------------	-----------------

PLEASE NOTE

Any amounts represented in the subcategories of Social Security, Medicare, and Income Tax Withholding are for informational purposes only.

Payment Information	Entered Data
Taxpayer EIN	xxxxx1612
Tax Form	941 Employers Federal Tax
Tax Type	Federal Tax Deposit
Tax Period	Q4/2017
Payment Amount	\$6,601.64
Settlement Date	01/02/2018
Subcategories:	
1 Social Security	\$3,235.90
2 Medicare	\$756.74
3 Tax Withholding	\$2,609.00
Account Number	xxxxx0554
Account Type	CHECKING
Routing Number	325170754
Bank Name	TIMBERLAND BANK



Washington State Department of Retirement Systems
Electronic Payments
Completed Payment Advice

Employer: THURSTON CONSERVATION DISTRICT
Report Period: 10/2017
Retirement Due Date: 11/15/2017
Payment Status: Submitted (01-03-18 2:01:11 PM by A. Frank)

System	Report Group/Invoice #	Amount		
Deferred Compensation Program Payment				
DCP	919	55.00		
	Total Amount for DCP:	55.00		
Plan 1 Payments				
PERS	2358	0.00		
	Total Amount for Plan 1:	0.00		
Plan 2 Payments				
PERS	2358	0.00		
	Total Amount for Plan 2:	0.00		
Plan 3 Payments				
	DB Employer	DC WSIB	DC Self	
PERS	2358	0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00
	Total Amount for Plan 3:	0.00		
	Total Payment Amount:	55.00		
	Scheduled Date of Payment:	1/5/2018		

TAXPAYER NAME: THURSTON CONSERVATION DISTRICT

TIN: xxxxx1612

Deposit Confirmation

Your payment has been accepted.

Payment Successful

An EFT Acknowledgement Number has been provided for this payment. Please keep this number for your records.

REMINDER: REMEMBER TO FILE ALL RETURNS WHEN DUE!

EFT ACKNOWLEDGEMENT NUMBER:	270841825046674
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PLEASE NOTE

Any amounts represented in the subcategories of Social Security, Medicare, and Income Tax Withholding are for informational purposes only.

Payment Information	Entered Data
Taxpayer EIN	xxxxx1612
Tax Form	941 Employers Federal Tax
Tax Type	Federal Tax Deposit
Tax Period	Q1/2018
Payment Amount	\$5,803.88
Settlement Date	01/18/2018
Subcategories:	
1 Social Security	\$3,117.74
2 Medicare	\$728.14
3 Tax Withholding	\$1,957.00
Account Number	xxxxx0554
Account Type	CHECKING
Routing Number	325170754
Bank Name	TIMBERLAND BANK



Washington State Department of Retirement Systems
Electronic Payments
Completed Payment Advice

Employer: THURSTON CONSERVATION DISTRICT
Report Period: 12/2017
Retirement Due Date: 01/15/2018
Payment Status: Submitted (01-12-18 11:37:59 AM by A. Frank)

System	Report Group/Invoice #	Amount
Deferred Compensation Program Payment		
DCP	919	0.00
Total Amount for DCP:		0.00
Plan 1 Payments		
PERS	2358	0.00
Total Amount for Plan 1:		0.00
Plan 2 Payments		
PERS	2358	7311.81
Total Amount for Plan 2:		7311.81
Plan 3 Payments		
		DB Employer DC WSIB DC Self
PERS	2358	1615.40 137.23 997.51 2750.14
		<hr/>
		0.00 0.00 0.00
Total Amount for Plan 3:		2750.14
Total Payment Amount:		10061.95
Scheduled Date of Payment:		1/17/2018

11:44 AM

01/04/18

Thurston Conservation District

Reconciliation Summary

3081001 - 308.10.01 Cash TimberLand Bank, Period Ending 12/31/2017

	Dec 31, 17
Beginning Balance	255,311.70
Cleared Transactions	
Checks and Payments - 56 Items	-246,527.96
Deposits and Credits - 25 Items	69,315.72
Total Cleared Transactions	-177,212.24
Cleared Balance	78,099.46
Uncleared Transactions	
Checks and Payments - 19 items	-23,553.63
Total Uncleared Transactions	-23,553.63
Register Balance as of 12/31/2017	54,545.83
Ending Balance	54,545.83

11:44 AM

01/04/18

Thurston Conservation District Reconciliation Detail

3081001 - 308.10.01 Cash TimberLand Bank, Period Ending 12/31/2017

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						255,311.70
Cleared Transactions						
Checks and Payments - 56 Items						
Bill Pmt -Check	10/17/2017	19402	South Puget Sound ...	X	-11,978.29	-11,978.29
Bill Pmt -Check	10/23/2017	19420	WSU Thurston Cou...	X	-300.00	-12,278.29
Bill Pmt -Check	10/23/2017	19414	Nehemiah, Rachel	X	-10.48	-12,288.77
Bill Pmt -Check	10/31/2017	19424	Grays Harbor Conse...	X	-2,793.63	-15,082.40
Bill Pmt -Check	10/31/2017	19422	A & L Western Agric...	X	-270.00	-15,352.40
Bill Pmt -Check	10/31/2017	19425	Lafromboise Comm...	X	-109.60	-15,462.00
Bill Pmt -Check	11/15/2017	19444	William Townsend	X	-3,825.00	-19,287.00
Bill Pmt -Check	11/15/2017	19438	Geoffrey Mueller	X	-1,900.00	-21,187.00
Bill Pmt -Check	11/15/2017	19450	FCS Group	X	-1,447.50	-22,634.50
Bill Pmt -Check	11/15/2017	19455	WA St University En...	X	-1,430.00	-24,064.50
Bill Pmt -Check	11/15/2017	19442	Salix Solutions LLC	X	-1,123.78	-25,188.28
Bill Pmt -Check	11/15/2017	19443	Sally Alhadeeff	X	-660.00	-25,848.28
Bill Pmt -Check	11/15/2017	19446	BC Gas Repair	X	-476.45	-26,324.73
Bill Pmt -Check	11/15/2017	19448	Comcast	X	-370.63	-26,695.36
Liability Check	11/15/2017	19445	Colonial Supplement...	X	-350.36	-27,045.72
Bill Pmt -Check	11/15/2017	19453	Puget Sound Energy	X	-272.41	-27,318.13
Bill Pmt -Check	11/15/2017	19456	washington State Co...	X	-203.64	-27,521.77
Bill Pmt -Check	11/15/2017	19454	Ricoh USA, Inc.	X	-184.67	-27,706.44
Bill Pmt -Check	11/15/2017	19452	Pioneer Fuel	X	-143.77	-27,850.21
Bill Pmt -Check	11/15/2017	19440	Pioneer Fuel	X	-124.68	-27,974.89
Bill Pmt -Check	11/15/2017	19451	FP Malling Solutions	X	-120.77	-28,095.66
Bill Pmt -Check	11/15/2017	19441	Preferred Business ...	X	-114.35	-28,210.01
Bill Pmt -Check	11/15/2017	19439	Lafromboise Comm...	X	-96.60	-28,306.61
Bill Pmt -Check	11/15/2017	19437	Covabrelli Coffee	X	-54.45	-28,361.06
Bill Pmt -Check	11/15/2017	19449	Culligan Water Co.	X	-31.41	-28,392.47
Bill Pmt -Check	12/01/2017	EFT	Regence - Health C...	X	-5,877.62	-34,270.09
Bill Pmt -Check	12/01/2017	EFT	United Concordia In...	X	-2,027.12	-36,297.21
Bill Pmt -Check	12/01/2017	EFT	Benefit Resource, Inc	X	-50.00	-36,347.21
Bill Pmt -Check	12/01/2017	EFT	Pacific Disposal	X	-39.54	-36,386.75
Liability Check	12/07/2017		QuickBooks Payroll ...	X	-16,713.88	-53,100.63
Transfer	12/11/2017			X	-115,705.38	-168,806.01
Liability Check	12/11/2017	EFT	EFT Payment	X	-5,337.14	-174,143.15
Liability Check	12/11/2017	EFT	EFT Payment	X	-5,300.74	-179,443.89
Liability Check	12/11/2017	EFT	EFT Payment	X	-1,064.38	-180,508.27
Liability Check	12/15/2017	EFT	Dept of Retirement ...	X	-8,815.91	-189,324.18
Bill Pmt -Check	12/19/2017	19482	South Puget Sound ...	X	-12,000.00	-201,324.18
Bill Pmt -Check	12/19/2017	19480	Grays Harbor Conse...	X	-10,160.38	-211,484.56
Bill Pmt -Check	12/19/2017	19458	Circle B Enterprises	X	-4,436.64	-215,921.20
Bill Pmt -Check	12/19/2017	19463	Mason Conservation...	X	-3,951.62	-219,872.82
Bill Pmt -Check	12/19/2017	19483	FCS Group	X	-1,785.00	-221,657.82
Bill Pmt -Check	12/19/2017	19479	WA St University En...	X	-594.00	-222,251.82
Bill Pmt -Check	12/19/2017	19472	Tape to Type	X	-529.00	-222,780.82
Bill Pmt -Check	12/19/2017	19460	Comcast	X	-370.63	-223,151.45
Bill Pmt -Check	12/19/2017	19464	Minuteman Press	X	-307.18	-223,458.63
Bill Pmt -Check	12/19/2017	19466	Olympian, The	X	-290.98	-223,749.61
Bill Pmt -Check	12/19/2017	19461	Dan Borba	X	-250.00	-223,999.61
Bill Pmt -Check	12/19/2017	19457	A & L Western Agric...	X	-190.40	-224,190.01
Bill Pmt -Check	12/19/2017	19477	Ricoh USA, Inc.	X	-184.67	-224,374.68
Bill Pmt -Check	12/19/2017	19478	Ricoh, USA Inc - Us...	X	-169.70	-224,544.38
Bill Pmt -Check	12/19/2017	19475	Weatherford, James...	X	-162.00	-224,706.38
Bill Pmt -Check	12/19/2017	19468	Pioneer Fuel	X	-80.01	-224,786.39
Bill Pmt -Check	12/19/2017	19469	Regence - Life Insur...	X	-41.64	-224,828.03
Bill Pmt -Check	12/20/2017	EFT	Wells Fargo Remitta...	X	-2,249.83	-227,077.86
Liability Check	12/21/2017		QuickBooks Payroll ...	X	-19,010.08	-246,087.94
Liability Check	12/29/2017	EFT	Benefit Resource, Inc	X	-330.02	-246,417.96
Liability Check	12/29/2017	EFT	Dept of Retirement ...	X	-110.00	-246,527.96
Total Checks and Payments					-246,527.96	-246,527.96
Deposits and Credits - 25 items						
Sales Receipt	12/01/2017	60541...	ASMNT:A099 - Equi...	X	20.00	20.00
Sales Receipt	12/01/2017	60541...	MISC:W098 - Plant ...	X	44.20	64.20
Payment	12/01/2017		MISC:M015 - SSCFLT	X	65.94	130.14
Deposit	12/01/2017			X	72.70	202.84
Sales Receipt	12/01/2017	60541...	ASMNT:A098- Soil ...	X	75.00	277.84

11:44 AM

01/04/18

Thurston Conservation District

Reconciliation Detail

3081001 - 308.10.01 Cash TimberLand Bank, Period Ending 12/31/2017

Type	Date	Num	Name	Clr	Amount	Balance
Payment	12/01/2017		GREEN:G019-SS G...	X	3,600.00	3,877.84
Payment	12/07/2017		WSCC	X	8,175.18	12,053.02
Payment	12/11/2017		WSCC:W055 - Che...	X	6,707.14	18,760.16
Sales Receipt	12/11/2017	60541...	ASMNT	X	28,845.37	47,605.53
Bill Pmt -Check	12/19/2017	19471	Ricoh, USA Inc - Us...	X	0.00	47,605.53
Bill Pmt -Check	12/19/2017	19470	Ricoh USA, Inc.	X	0.00	47,605.53
Bill Pmt -Check	12/19/2017	19474	WA St University En...	X	0.00	47,605.53
Payment	12/20/2017		RCO:R030 - E Fork ...	X	5,228.19	52,833.72
Paycheck	12/22/2017	dd120...	Buckingham, Robin M	X	0.00	52,833.72
Paycheck	12/22/2017	dd120...	Berger, Kathleen T	X	0.00	52,833.72
Paycheck	12/22/2017	dd120...	White, Nora E	X	0.00	52,833.72
Paycheck	12/22/2017	dd120...	Moorehead, Sarah	X	0.00	52,833.72
Paycheck	12/22/2017	dd120...	McBee, Ashley R	X	0.00	52,833.72
Paycheck	12/22/2017	dd120...	Healy, Mara E	X	0.00	52,833.72
Paycheck	12/22/2017	dd120...	Bishop, Stephanie E	X	0.00	52,833.72
Paycheck	12/22/2017	dd120...	Hatch-Winecka, Am...	X	0.00	52,833.72
Paycheck	12/22/2017	dd120...	Franks, Amy E	X	0.00	52,833.72
Paycheck	12/22/2017	dd120...	Weatherford, James	X	0.00	52,833.72
Paycheck	12/22/2017	dd120...	Warren, Nicole A	X	0.00	52,833.72
Payment	12/26/2017		WSCC	X	16,482.00	69,315.72
Total Deposits and Credits					69,315.72	69,315.72
Total Cleared Transactions					-177,212.24	-177,212.24
Cleared Balance					-177,212.24	78,099.46
Uncleared Transactions						
Checks and Payments - 19 Items						
Bill Pmt -Check	02/26/2016	18757	Minuteman Press		-78.38	-78.38
Bill Pmt -Check	05/04/2016	18844	US Postal Service		-83.65	-162.03
Bill Pmt -Check	01/18/2017	19128	Rainier Sportsman's...		-350.00	-512.03
Bill Pmt -Check	05/16/2017	19261	Crains Office Supply		-144.63	-656.66
Bill Pmt -Check	06/05/2017	19256	Crains Office Supply		-58.74	-715.40
Bill Pmt -Check	11/15/2017	19447	Colonial Supplement...		-350.36	-1,065.76
Bill Pmt -Check	12/19/2017	19476	Whitlock Limited Par...		-7,900.00	-8,965.76
Bill Pmt -Check	12/19/2017	19486	Pacific Shellfish Instl...		-3,096.00	-12,061.76
Bill Pmt -Check	12/19/2017	19467	Pacific Shellfish Instl...		-1,691.50	-13,753.26
Bill Pmt -Check	12/19/2017	19465	Native Plant Salvag...		-1,144.61	-14,897.87
Bill Pmt -Check	12/19/2017	19485	Griffin School District		-504.12	-15,401.99
Bill Pmt -Check	12/19/2017	19473	Tumwater School Di...		-309.88	-15,711.87
Bill Pmt -Check	12/19/2017	19459	Coastal Custodial		-294.14	-16,006.01
Bill Pmt -Check	12/19/2017	19481	Hatch-Winecka, Am...		-131.08	-16,137.09
Bill Pmt -Check	12/19/2017	19462	Half Moon Sanitation		-125.00	-16,262.09
Bill Pmt -Check	12/19/2017	19484	Grays Harbor Conse...		-15.00	-16,277.09
Bill Pmt -Check	12/22/2017	19487	Rushon, Clifford D.		-324.54	-16,601.63
Liability Check	12/29/2017	EFT	EFT Payment		-6,601.64	-23,203.27
Liability Check	12/29/2017	To Print	Colonial Supplement...		-350.36	-23,553.63
Total Checks and Payments					-23,553.63	-23,553.63
Total Uncleared Transactions					-23,553.63	-23,553.63
Register Balance as of 12/31/2017					-200,765.87	54,545.83
Ending Balance					-200,765.87	54,545.83



THURSTON CONSERVATION DISTRICT
2918 FERGUSON ST SW STE A BLDG 1
TUMWATER WA 98512

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12/31/2017

CYCLE-030

*****6554

FREE BUSINESS CK

*****06554

PREVIOUS STATEMENT BALANCE AS OF 11/30/17	255,311.70
PLUS 9 DEPOSITS AND OTHER CREDITS	69,315.72
LESS 58 CHECKS AND OTHER DEBITS	246,527.96
LESS MAINTENANCE FEE	0
CURRENT STATEMENT BALANCE AS OF December 31, 2017	78,099.46
NUMBER OF DAYS IN THIS STATEMENT PERIOD: 31	

***** CHECK TRANSACTIONS *****

Date	Serial	Amount	Date	Serial	Amount	Date	Serial	Amount
12/28	19402 *	11,978.29	12/05	19445	350.36	12/28	19461	250.00
12/14	19414 *	10.48	12/12	19446	476.45	12/27	19463 *	3,951.62
12/04	19420 *	300.00	12/06	19448 *	370.63	12/28	19464	307.18
12/04	19422 *	270.00	12/06	19449	31.41	12/27	19466 *	290.98
12/06	19424 *	2,793.63	12/07	19450	1,447.50	12/27	19468 *	80.01
12/04	19425	109.60	12/08	19451	120.77	12/27	19469	41.64
12/18	19437 *	54.45	12/04	19452	143.77	12/29	19472 *	529.00
12/19	19438	1,900.00	12/04	19453	272.41	12/21	19475 *	162.00
12/04	19439	96.60	12/04	19454	184.67	12/27	19477 *	184.67
12/04	19440	124.68	12/07	19455	1,430.00	12/27	19478	169.70
12/11	19441	114.35	12/07	19456	203.64	12/28	19479	594.00
12/05	19442	1,123.78	12/29	19457	190.40	12/29	19480	10,160.38
12/05	19443	660.00	12/26	19458	4,436.64	12/28	19482 *	12,000.00
12/07	19444	3,825.00	12/29	19460 *	370.63	12/28	19483	1,785.00

(*) Asterisk denotes skip in check sequence

***** ELECTRONIC / NON-CHECK TRANSACTIONS *****

Date	Description	Amount
12/06	AC BLUESHIELD OF WA INS. PREM.	5,877.62
12/07	AC UCCI EDI PAYMTS	2,027.12
12/07	AC INTUIT PAYROLL S QUICKBOOKS	16,713.88
12/11	Oct Nov SF Invoices and Intere	115,705.38
12/12	AC BENEFIT RESOURCE BRI XFER	165.01
12/12	AC IRS USATAXPYMT	1,064.38
12/12	AC IRS USATAXPYMT	5,300.74

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www.timberlandbank.com





THURSTON CONSERVATION DISTRICT
2918 FERGUSON ST SW STE A BLDG 1
TUMWATER WA 98512

*****6554

*** ELECTRONIC / NON-CHECK TRANSACTIONS ***

Date	Description	Amount
12/12	AC IRS USATAXPYMT	5,337.14
12/15	AC WA DEPT RET SYS DRS EPAY	55.00
12/15	AC WA DEPT RET SYS DRS EPAY	8,815.91
12/21	AC BENEFIT RESOURCE BRI XFER	50.00
12/21	AC INTUIT PAYROLL S QUICKBOOKS	19,010.08
12/26	AC BENEFIT RESOURCE BRI XFER	165.01
12/28	AC WASTE CONNECTION WEB_PAY	39.54
12/28	AC WELLS FARGO CARD PHONE PYMT	2,249.83
12/29	AC WA DEPT RET SYS DRS EPAY	55.00

*** DEPOSITS ***

Date	Description	Amount
12/01	CK Deposit	3,665.94
12/08	AC WA ST SCC VENDOR PAY	8,175.18
12/11	AC WA ST SCC VENDOR PAY	6,707.14
12/11	AC TCTREASURER 1104 CITYREMIT	28,845.37
12/13	CK Deposit	95.00
12/20	AC WA ST RCFB VENDOR PAY	5,228.19
12/20	CK Deposit	44.20
12/27	AC WA ST SCC VENDOR PAY	16,482.00
12/28	CK Deposit	72.70

*** BALANCE BY DATE ***

Date	Balance	Date	Balance	Date	Balance	Date	Balance
11/30	255,311.70	12/01	258,977.64	12/04	257,475.91	12/05	255,341.77
12/06	246,268.48	12/07	220,621.34	12/08	228,675.75	12/11	148,408.53
12/12	136,064.81	12/13	136,159.81	12/14	136,149.33	12/15	127,278.42
12/18	127,223.97	12/19	125,323.97	12/20	130,596.36	12/21	111,374.28
12/26	106,772.63	12/27	118,536.01	12/28	89,404.87	12/29	78,099.46

NOTE: THERE IS A NEW PHONE NUMBER TO CALL TO REPORT A
LOST OR STOLEN CARD. THE NUMBER IS 1-800-500-1044.



THURSTON CONSERVATION DISTRICT
2111 FERGUSON ST. SUITE A
TUMWATER, WA 98561-4187
360-714-3443

THURSTON BANK
423 WASHINGTON STREET SE
OLYMPIA, WA 98501
10/29/2017

19402
\$11,978.29

PAY TO THE ORDER OF: South Puget Sound Salmon Enhancement Group
Eleven Thousand Nine Hundred Seventy Eight and 29/100
DOLLARS

South Puget Sound Salmon Enhancement Group
1100 Morris Way NE, Suite 112
Olympia, WA 98512

MEMO: Reimbursement for PSSE Capacity Funds

12/28/2017 19402 \$11,978.29

THURSTON CONSERVATION DISTRICT
2111 FERGUSON ST. SUITE A
TUMWATER, WA 98561-4187
360-714-3443

THURSTON BANK
423 WASHINGTON STREET SE
OLYMPIA, WA 98501
10/15/2017

19437
\$54.45

PAY TO THE ORDER OF: Corbin's Coffee
Fifty Four and 45/100
DOLLARS

Corbin's Coffee
8000 4th Avenue Dr. SW
Olympia, WA 98512

MEMO

12/18/2017 19437 \$54.45

THURSTON CONSERVATION DISTRICT
2111 FERGUSON ST. SUITE A
TUMWATER, WA 98561-4187
360-714-3443

THURSTON BANK
423 WASHINGTON STREET SE
OLYMPIA, WA 98501
10/29/2017

19414
\$10.48

PAY TO THE ORDER OF: Holopich, David
Ten and 48/100
DOLLARS

David Holopich

MEMO: 2 Page (for 010101) 10/29/17

12/14/2017 19414 \$10.48

THURSTON CONSERVATION DISTRICT
2111 FERGUSON ST. SUITE A
TUMWATER, WA 98561-4187
360-714-3443

THURSTON BANK
423 WASHINGTON STREET SE
OLYMPIA, WA 98501
10/29/2017

19438
\$1,900.00

PAY TO THE ORDER OF: Gregory Kiefer
One Thousand Nine Hundred and 00/100
DOLLARS

Gregory Kiefer
6916 1st SW
Olympia, WA 98512

MEMO: Field Work Expenses

12/19/2017 19438 \$1,900.00

THURSTON CONSERVATION DISTRICT
2111 FERGUSON ST. SUITE A
TUMWATER, WA 98561-4187
360-714-3443

THURSTON BANK
423 WASHINGTON STREET SE
OLYMPIA, WA 98501
10/25/2017

19420
\$300.00

PAY TO THE ORDER OF: WSD Thurston County Extension
Three Hundred and 00/100
DOLLARS

WSD Extension
6000 Harrison Ave.
Olympia, WA 98502

MEMO: Grain handling workshop support

12/04/2017 19420 \$300.00

THURSTON CONSERVATION DISTRICT
2111 FERGUSON ST. SUITE A
TUMWATER, WA 98561-4187
360-714-3443

THURSTON BANK
423 WASHINGTON STREET SE
OLYMPIA, WA 98501
10/25/2017

19439
\$96.60

PAY TO THE ORDER OF: Labatubo Communications
Ninety Six and 60/100
DOLLARS

Labatubo Communications
211 1st Street SW
Olympia, WA 98501

MEMO: TCO REC public hearing of 10/17

12/04/2017 19439 \$96.60

THURSTON CONSERVATION DISTRICT
2111 FERGUSON ST. SUITE A
TUMWATER, WA 98561-4187
360-714-3443

THURSTON BANK
423 WASHINGTON STREET SE
OLYMPIA, WA 98501
10/19/2017

19422
\$270.00

PAY TO THE ORDER OF: A & L Western Agricultural Laboratories
Two Hundred Seventy and 00/100
DOLLARS

A & L Western Agricultural Laboratories
1311 Westwood Avenue, Suite 101
Olympia, WA 98501

MEMO: Soil Tests

12/04/2017 19422 \$270.00

THURSTON CONSERVATION DISTRICT
2111 FERGUSON ST. SUITE A
TUMWATER, WA 98561-4187
360-714-3443

THURSTON BANK
423 WASHINGTON STREET SE
OLYMPIA, WA 98501
10/14/2017

19440
\$124.68

PAY TO THE ORDER OF: Pomeroy Fuel
One Hundred Twenty Four and 68/100
DOLLARS

Pomeroy Fuel
P.O. Box 27
Olympia, WA 98507

MEMO: Fuel charges

12/04/2017 19440 \$124.68

THURSTON CONSERVATION DISTRICT
2111 FERGUSON ST. SUITE A
TUMWATER, WA 98561-4187
360-714-3443

THURSTON BANK
423 WASHINGTON STREET SE
OLYMPIA, WA 98501
10/20/2017

19424
\$2,793.63

PAY TO THE ORDER OF: Grey Rabbit Conservation N434
Two Thousand Seven Hundred Ninety Three and 63/100
DOLLARS

Grey Rabbit Conservation N434
220 Pioneer Avenue NW
Monticello, WA 98903-4129

MEMO: Reimbursement for transportation

12/06/2017 19424 \$2,793.63

THURSTON CONSERVATION DISTRICT
2111 FERGUSON ST. SUITE A
TUMWATER, WA 98561-4187
360-714-3443

THURSTON BANK
423 WASHINGTON STREET SE
OLYMPIA, WA 98501
10/19/2017

19441
\$114.35

PAY TO THE ORDER OF: Pickett Business Solutions
One Hundred Fourteen and 35/100
DOLLARS

Pickett Business Solutions
2001 S. 16th St.
Karl, WA 98531

MEMO: 6th Century Ball

12/11/2017 19441 \$114.35

THURSTON CONSERVATION DISTRICT
2111 FERGUSON ST. SUITE A
TUMWATER, WA 98561-4187
360-714-3443

THURSTON BANK
423 WASHINGTON STREET SE
OLYMPIA, WA 98501
10/11/2017

19425
\$109.60

PAY TO THE ORDER OF: Labatubo Communications
One Hundred Nine and 60/100
DOLLARS

Labatubo Communications

MEMO: Board Boat 16943

12/04/2017 19425 \$109.60

THURSTON CONSERVATION DISTRICT
2111 FERGUSON ST. SUITE A
TUMWATER, WA 98561-4187
360-714-3443

THURSTON BANK
423 WASHINGTON STREET SE
OLYMPIA, WA 98501
10/25/2017

19442
\$1,123.78

PAY TO THE ORDER OF: Sals Solutions LLC
One Thousand One Hundred Twenty Three and 78/100
DOLLARS

Sals Solutions LLC
1114 1st Ave NE
Olympia, WA 98512-3187

MEMO: Squawking planning meeting

12/05/2017 19442 \$1,123.78

THURSTON CONSERVATION DISTRICT 2018 FERGUSON ST. SW, SUITE A TUMWATER, WA 98561-4187 360-751-3344		THURSTON CONSERVATION DISTRICT 2018 FERGUSON ST. SW, SUITE A TUMWATER, WA 98561-4187 360-751-3344		19443 11/5/2017
PAY TO THE ORDER OF: Sully Shadoff		THURSTON CONSERVATION DISTRICT		\$ 1,660.00
MEMO: CREEP Wood Maintenance		THURSTON CONSERVATION DISTRICT		
019443 13251707546 490006554*		THURSTON CONSERVATION DISTRICT		

12/05/2017 19443 \$660.00

THURSTON CONSERVATION DISTRICT 2018 FERGUSON ST. SW, SUITE A TUMWATER, WA 98561-4187 360-751-3344		THURSTON CONSERVATION DISTRICT 2018 FERGUSON ST. SW, SUITE A TUMWATER, WA 98561-4187 360-751-3344		19444 11/5/2017
PAY TO THE ORDER OF: What's Towed		THURSTON CONSERVATION DISTRICT		\$ 3,825.00
MEMO: CREEP Wood Maintenance		THURSTON CONSERVATION DISTRICT		
019444 13251707546 490006554*		THURSTON CONSERVATION DISTRICT		

12/07/2017 19444 \$3,825.00

THURSTON CONSERVATION DISTRICT 2018 FERGUSON ST. SW, SUITE A TUMWATER, WA 98561-4187 360-751-3344		THURSTON CONSERVATION DISTRICT 2018 FERGUSON ST. SW, SUITE A TUMWATER, WA 98561-4187 360-751-3344		19445 11/5/2017
PAY TO THE ORDER OF: Colonial Supply and Service		THURSTON CONSERVATION DISTRICT		\$ 350.36
MEMO: CREEP Wood Maintenance		THURSTON CONSERVATION DISTRICT		
019445 13251707546 490006554*		THURSTON CONSERVATION DISTRICT		

12/05/2017 19445 \$350.36

THURSTON CONSERVATION DISTRICT 2018 FERGUSON ST. SW, SUITE A TUMWATER, WA 98561-4187 360-751-3344		THURSTON CONSERVATION DISTRICT 2018 FERGUSON ST. SW, SUITE A TUMWATER, WA 98561-4187 360-751-3344		19446 11/5/2017
PAY TO THE ORDER OF: SC Gas Repair		THURSTON CONSERVATION DISTRICT		\$ 476.45
MEMO: CREEP Wood Maintenance		THURSTON CONSERVATION DISTRICT		
019446 13251707546 490006554*		THURSTON CONSERVATION DISTRICT		

12/12/2017 19446 \$476.45

THURSTON CONSERVATION DISTRICT 2018 FERGUSON ST. SW, SUITE A TUMWATER, WA 98561-4187 360-751-3344		THURSTON CONSERVATION DISTRICT 2018 FERGUSON ST. SW, SUITE A TUMWATER, WA 98561-4187 360-751-3344		19448 11/5/2017
PAY TO THE ORDER OF: Concast		THURSTON CONSERVATION DISTRICT		\$ 370.83
MEMO: office phone and internet		THURSTON CONSERVATION DISTRICT		
019448 13251707546 490006554*		THURSTON CONSERVATION DISTRICT		

12/06/2017 19448 \$370.63

THURSTON CONSERVATION DISTRICT 2018 FERGUSON ST. SW, SUITE A TUMWATER, WA 98561-4187 360-751-3344		THURSTON CONSERVATION DISTRICT 2018 FERGUSON ST. SW, SUITE A TUMWATER, WA 98561-4187 360-751-3344		19449 11/5/2017
PAY TO THE ORDER OF: Outback Water Co.		THURSTON CONSERVATION DISTRICT		\$ 31.41
MEMO: water meter rental		THURSTON CONSERVATION DISTRICT		
019449 13251707546 490006554*		THURSTON CONSERVATION DISTRICT		

12/06/2017 19449 \$31.41

THURSTON CONSERVATION DISTRICT 2018 FERGUSON ST. SW, SUITE A TUMWATER, WA 98561-4187 360-751-3344		THURSTON CONSERVATION DISTRICT 2018 FERGUSON ST. SW, SUITE A TUMWATER, WA 98561-4187 360-751-3344		19450 11/5/2017
PAY TO THE ORDER OF: FCS Group		THURSTON CONSERVATION DISTRICT		\$ 1,447.50
MEMO: Rate 1 and charge 10000		THURSTON CONSERVATION DISTRICT		
019450 13251707546 490006554*		THURSTON CONSERVATION DISTRICT		

12/07/2017 19450 \$1,447.50

THURSTON CONSERVATION DISTRICT 2018 FERGUSON ST. SW, SUITE A TUMWATER, WA 98561-4187 360-751-3344		THURSTON CONSERVATION DISTRICT 2018 FERGUSON ST. SW, SUITE A TUMWATER, WA 98561-4187 360-751-3344		19451 11/5/2017
PAY TO THE ORDER OF: PP Hauling Solutions		THURSTON CONSERVATION DISTRICT		\$ 120.77
MEMO: Hauling material		THURSTON CONSERVATION DISTRICT		
019451 13251707546 490006554*		THURSTON CONSERVATION DISTRICT		

12/08/2017 19451 \$120.77

THURSTON CONSERVATION DISTRICT 2018 FERGUSON ST. SW, SUITE A TUMWATER, WA 98561-4187 360-751-3344		THURSTON CONSERVATION DISTRICT 2018 FERGUSON ST. SW, SUITE A TUMWATER, WA 98561-4187 360-751-3344		19452 11/5/2017
PAY TO THE ORDER OF: Power Fuel		THURSTON CONSERVATION DISTRICT		\$ 143.77
MEMO: fuel		THURSTON CONSERVATION DISTRICT		
019452 13251707546 490006554*		THURSTON CONSERVATION DISTRICT		

12/04/2017 19452 \$143.77

THURSTON CONSERVATION DISTRICT 2018 FERGUSON ST. SW, SUITE A TUMWATER, WA 98561-4187 360-751-3344		THURSTON CONSERVATION DISTRICT 2018 FERGUSON ST. SW, SUITE A TUMWATER, WA 98561-4187 360-751-3344		19453 11/5/2017
PAY TO THE ORDER OF: Paper Band Design		THURSTON CONSERVATION DISTRICT		\$ 272.41
MEMO: gas and printer ink		THURSTON CONSERVATION DISTRICT		
019453 13251707546 490006554*		THURSTON CONSERVATION DISTRICT		

12/04/2017 19453 \$272.41

THURSTON CONSERVATION DISTRICT 2018 FERGUSON ST. SW, SUITE A TUMWATER, WA 98561-4187 360-751-3344		THURSTON CONSERVATION DISTRICT 2018 FERGUSON ST. SW, SUITE A TUMWATER, WA 98561-4187 360-751-3344		19454 11/5/2017
PAY TO THE ORDER OF: Rich USA, Inc.		THURSTON CONSERVATION DISTRICT		\$ 181.67
MEMO: paper 1000		THURSTON CONSERVATION DISTRICT		
019454 13251707546 490006554*		THURSTON CONSERVATION DISTRICT		

12/04/2017 19454 \$184.67

THURSTON CONSERVATION DISTRICT 2018 FERGUSON ST. SW, SUITE A TUMWATER, WA 98561-4187 360-751-3344		THURSTON CONSERVATION DISTRICT 2018 FERGUSON ST. SW, SUITE A TUMWATER, WA 98561-4187 360-751-3344		19455 11/5/2017
PAY TO THE ORDER OF: WA State University Energy Program		THURSTON CONSERVATION DISTRICT		\$ 1,430.00
MEMO: August 1st 2017		THURSTON CONSERVATION DISTRICT		
019455 13251707546 490006554*		THURSTON CONSERVATION DISTRICT		

12/07/2017 19455 \$1,430.00

THURSTON CONSERVATION DISTRICT
2015 FAUCON ST SW, SUITE A
TUMWATER, WA 98561-4187
360-754-3388

THUNDERLAND BANK
433 WASHINGTON STREET SE
OLYMPIA, WA 98501
12/15/2017

19456
12/15/2017

PAY TO THE ORDER OF
Washington State Conservation Commission
\$ 203.64

Two Hundred Three and 60/100
DOLLARS

Washington State Conservation Commission
PO Box 4721
Olympia, WA 98504-7221

THURSTON CONSERVATION DISTRICT
2015 FAUCON ST SW, SUITE A
TUMWATER, WA 98561-4187
360-754-3388

Richard M. Langley
AUTHORIZED SIGNATURE

MEMO Bank and Region fees

#019456# #325170754# 490006554#

12/07/2017 19456 \$203.64

THURSTON CONSERVATION DISTRICT
2015 FAUCON ST SW, SUITE A
TUMWATER, WA 98561-4187
360-754-3388

THUNDERLAND BANK
433 WASHINGTON STREET SE
OLYMPIA, WA 98501
12/15/2017

19457
12/15/2017

PAY TO THE ORDER OF
A & L Veterinary Services
\$ 190.40

One Hundred Ninety and 40/100
DOLLARS

A & L Veterinary Services
1311 Woodland Avenue, Suite 31
Tacoma, WA 98402

THURSTON CONSERVATION DISTRICT
2015 FAUCON ST SW, SUITE A
TUMWATER, WA 98561-4187
360-754-3388

Richard M. Langley
AUTHORIZED SIGNATURE

MEMO Project fee

#019457# #325170754# 490006554#

12/29/2017 19457 \$190.40

THURSTON CONSERVATION DISTRICT
2015 FAUCON ST SW, SUITE A
TUMWATER, WA 98561-4187
360-754-3388

THUNDERLAND BANK
433 WASHINGTON STREET SE
OLYMPIA, WA 98501
12/15/2017

19458
12/15/2017

PAY TO THE ORDER OF
Coke D Enterprises
\$ 4,436.64

Four Thousand Four Hundred Thirty Six and 64/100
DOLLARS

Coke D Enterprises
1311 Woodland Avenue, Suite 31
Tacoma, WA 98402

THURSTON CONSERVATION DISTRICT
2015 FAUCON ST SW, SUITE A
TUMWATER, WA 98561-4187
360-754-3388

Richard M. Langley
AUTHORIZED SIGNATURE

MEMO Project fee

#019458# #325170754# 490006554#

12/26/2017 19458 \$4,436.64

THURSTON CONSERVATION DISTRICT
2015 FAUCON ST SW, SUITE A
TUMWATER, WA 98561-4187
360-754-3388

THUNDERLAND BANK
433 WASHINGTON STREET SE
OLYMPIA, WA 98501
12/15/2017

19460
12/15/2017

PAY TO THE ORDER OF
Comcast
\$ 370.63

Three Hundred and Seventy and 63/100
DOLLARS

Comcast
PO Box 3476
Seattle, WA 98108-1776

THURSTON CONSERVATION DISTRICT
2015 FAUCON ST SW, SUITE A
TUMWATER, WA 98561-4187
360-754-3388

Richard M. Langley
AUTHORIZED SIGNATURE

MEMO Internet phone service

#019460# #325170754# 490006554#

12/29/2017 19460 \$370.63

THURSTON CONSERVATION DISTRICT
2015 FAUCON ST SW, SUITE A
TUMWATER, WA 98561-4187
360-754-3388

THUNDERLAND BANK
433 WASHINGTON STREET SE
OLYMPIA, WA 98501
12/15/2017

19461
12/15/2017

PAY TO THE ORDER OF
Bak Bros
\$ 250.00

Two Hundred and 00/100
DOLLARS

Bak Bros
8178 South Shadle Ave.
Tacoma, WA 98402

THURSTON CONSERVATION DISTRICT
2015 FAUCON ST SW, SUITE A
TUMWATER, WA 98561-4187
360-754-3388

Richard M. Langley
AUTHORIZED SIGNATURE

MEMO Bank and Region fees

#019461# #325170754# 490006554#

12/28/2017 19461 \$250.00

THURSTON CONSERVATION DISTRICT
2015 FAUCON ST SW, SUITE A
TUMWATER, WA 98561-4187
360-754-3388

THUNDERLAND BANK
433 WASHINGTON STREET SE
OLYMPIA, WA 98501
12/15/2017

19463
12/15/2017

PAY TO THE ORDER OF
Mona Conservation District
\$ 3,951.62

Three Thousand Nine Hundred Fifty One and 62/100
DOLLARS

Mona Conservation District
4500 Business Park Rd
Chickasaw, WA 98541

THURSTON CONSERVATION DISTRICT
2015 FAUCON ST SW, SUITE A
TUMWATER, WA 98561-4187
360-754-3388

Richard M. Langley
AUTHORIZED SIGNATURE

MEMO Planning Cost Charge

#019463# #325170754# 490006554#

12/27/2017 19463 \$3,951.62

THURSTON CONSERVATION DISTRICT
2015 FAUCON ST SW, SUITE A
TUMWATER, WA 98561-4187
360-754-3388

THUNDERLAND BANK
433 WASHINGTON STREET SE
OLYMPIA, WA 98501
12/15/2017

19464
12/15/2017

PAY TO THE ORDER OF
Mona Conservation District
\$ 307.18

Three Hundred Seven and 18/100
DOLLARS

Mona Conservation District
4500 Business Park Rd
Chickasaw, WA 98541

THURSTON CONSERVATION DISTRICT
2015 FAUCON ST SW, SUITE A
TUMWATER, WA 98561-4187
360-754-3388

Richard M. Langley
AUTHORIZED SIGNATURE

MEMO Planning Cost Charge

#019464# #325170754# 490006554#

12/28/2017 19464 \$307.18

THURSTON CONSERVATION DISTRICT
2015 FAUCON ST SW, SUITE A
TUMWATER, WA 98561-4187
360-754-3388

THUNDERLAND BANK
433 WASHINGTON STREET SE
OLYMPIA, WA 98501
12/15/2017

19466
12/15/2017

PAY TO THE ORDER OF
The Olympia
\$ 290.88

Two Hundred Ninety and 88/100
DOLLARS

The Olympia
PO Box 3431
Tacoma, WA 98402

THURSTON CONSERVATION DISTRICT
2015 FAUCON ST SW, SUITE A
TUMWATER, WA 98561-4187
360-754-3388

Richard M. Langley
AUTHORIZED SIGNATURE

MEMO Public Charges PMG (body legal Ad + Paul balance)

#019466# #325170754# 490006554#

12/27/2017 19466 \$290.88

THURSTON CONSERVATION DISTRICT
2015 FAUCON ST SW, SUITE A
TUMWATER, WA 98561-4187
360-754-3388

THUNDERLAND BANK
433 WASHINGTON STREET SE
OLYMPIA, WA 98501
12/15/2017

19468
12/15/2017

PAY TO THE ORDER OF
Pence Fuel
\$ 80.01

Eighty and 01/100
DOLLARS

Pence Fuel
PO Box 27
Olympia, WA 98507

THURSTON CONSERVATION DISTRICT
2015 FAUCON ST SW, SUITE A
TUMWATER, WA 98561-4187
360-754-3388

Richard M. Langley
AUTHORIZED SIGNATURE

MEMO Fuel

#019468# #325170754# 490006554#

12/27/2017 19468 \$80.01

THURSTON CONSERVATION DISTRICT
2015 FAUCON ST SW, SUITE A
TUMWATER, WA 98561-4187
360-754-3388

THUNDERLAND BANK
433 WASHINGTON STREET SE
OLYMPIA, WA 98501
12/15/2017

19469
12/15/2017

PAY TO THE ORDER OF
Region Life & Health
\$ 41.64

Forty One and 64/100
DOLLARS

Region Life & Health
PO Box 648
Porter, WA 98112-0648

THURSTON CONSERVATION DISTRICT
2015 FAUCON ST SW, SUITE A
TUMWATER, WA 98561-4187
360-754-3388

Richard M. Langley
AUTHORIZED SIGNATURE

MEMO Doc Life Insurance

#019469# #325170754# 490006554#

12/27/2017 19469 \$41.64

THURSTON CONSERVATION DISTRICT
2015 FAUCON ST SW, SUITE A
TUMWATER, WA 98561-4187
360-754-3388

THUNDERLAND BANK
433 WASHINGTON STREET SE
OLYMPIA, WA 98501
12/15/2017

19472
12/15/2017

PAY TO THE ORDER OF
Tape to Tape
\$ 248.00

Two Hundred and Forty Eight and 00/100
DOLLARS

Tape to Tape
2100 15th Avenue, Unit 103
San Diego, CA 92101

THURSTON CONSERVATION DISTRICT
2015 FAUCON ST SW, SUITE A
TUMWATER, WA 98561-4187
360-754-3388

Richard M. Langley
AUTHORIZED SIGNATURE

MEMO Nov 21 2017 board meeting funds

#019472# #325170754# 490006554#

12/29/2017 19472 \$529.00

THURSTON CONSERVATION DISTRICT
2015 FAUCON ST SW, SUITE A
TUMWATER, WA 98561-4187
360-754-3388

THUNDERLAND BANK
433 WASHINGTON STREET SE
OLYMPIA, WA 98501
12/15/2017

19475
12/15/2017

PAY TO THE ORDER OF
Jewell Woodbury
\$ 162.00

One Hundred Sixty Two and 00/100
DOLLARS

Jewell Woodbury
13205
Whiteland, WA 98546

THURSTON CONSERVATION DISTRICT
2015 FAUCON ST SW, SUITE A
TUMWATER, WA 98561-4187
360-754-3388

Richard M. Langley
AUTHORIZED SIGNATURE

MEMO Jewell Woodbury

#019475# #325170754# 490006554#

12/21/2017 19475 \$162.00

THURSTON CONSERVATION DISTRICT 2918 PENNSYLVANIA AVE., SUITE A TUMWATER, WA 98561-4117 360-734-5348		THURSTON BANK 412 WASHINGTON STREET SE OLYMPIA, WA 98501	19477 12/18/2017
PAY TO THE ORDER OF Roch USA, Inc. One Hundred Eighty Four and 00/100		\$ 118.67	DOLLARS
MEMO Roch USA, Inc. PO Box 820773 Dallas, TX 75283		THURSTON CONSERVATION DISTRICT Richard M. Hargrave AUTHORIZED SIGNATURE	
⑆019477⑆ ⑆325170754⑆ ⑆90006554⑆			

12/27/2017 19477 \$184.67

THURSTON CONSERVATION DISTRICT 2918 PENNSYLVANIA AVE., SUITE A TUMWATER, WA 98561-4117 360-734-5348		THURSTON BANK 412 WASHINGTON STREET SE OLYMPIA, WA 98501	19478 12/19/2017
PAY TO THE ORDER OF Roch USA Inc. One Hundred Eighty Four and 00/100		\$ 119.70	DOLLARS
MEMO Roch USA Inc. PO Box 21001-0200 Pasadena, CA 91103-0200		THURSTON CONSERVATION DISTRICT Richard M. Hargrave AUTHORIZED SIGNATURE	
⑆019478⑆ ⑆325170754⑆ ⑆90006554⑆			

12/27/2017 19478 \$169.70

THURSTON CONSERVATION DISTRICT 2918 PENNSYLVANIA AVE., SUITE A TUMWATER, WA 98561-4117 360-734-5348		THURSTON BANK 412 WASHINGTON STREET SE OLYMPIA, WA 98501	19479 12/19/2017
PAY TO THE ORDER OF WA State University Energy Program Five Hundred Ninety Four and 00/100		\$ 169.70	DOLLARS
MEMO WA State University Energy Program PO Box 83168 950 Plun St SE Olympia, WA 98501-3168		THURSTON CONSERVATION DISTRICT Richard M. Hargrave AUTHORIZED SIGNATURE	
⑆019479⑆ ⑆325170754⑆ ⑆90006554⑆			

12/28/2017 19479 \$594.00

THURSTON CONSERVATION DISTRICT 2918 PENNSYLVANIA AVE., SUITE A TUMWATER, WA 98561-4117 360-734-5348		THURSTON BANK 412 WASHINGTON STREET SE OLYMPIA, WA 98501	19480 12/19/2017
PAY TO THE ORDER OF Cory Harbor Conservation Outfit Ten Thousand One Hundred Eighty and 00/100		\$ 10,160.38	DOLLARS
MEMO Cory Harbor Conservation Outfit 330 Pioneer Avenue NW Bellingham, WA 98201-1499		THURSTON CONSERVATION DISTRICT Richard M. Hargrave AUTHORIZED SIGNATURE	
⑆019480⑆ ⑆325170754⑆ ⑆90006554⑆			

12/29/2017 19480 \$10,160.38

THURSTON CONSERVATION DISTRICT 2918 PENNSYLVANIA AVE., SUITE A TUMWATER, WA 98561-4117 360-734-5348		THURSTON BANK 412 WASHINGTON STREET SE OLYMPIA, WA 98501	19482 12/19/2017
PAY TO THE ORDER OF South Puget Sound Salmon Enhancement Group Twenty Thousand and 00/100		\$ 12,000.00	DOLLARS
MEMO South Puget Sound Salmon Enhancement Group 8100 Martin Way Wm, Clm 112 Olympia, WA 98516		THURSTON CONSERVATION DISTRICT Richard M. Hargrave AUTHORIZED SIGNATURE	
⑆019482⑆ ⑆325170754⑆ ⑆90006554⑆			

12/28/2017 19482 \$12,000.00

THURSTON CONSERVATION DISTRICT 2918 PENNSYLVANIA AVE., SUITE A TUMWATER, WA 98561-4117 360-734-5348		THURSTON BANK 412 WASHINGTON STREET SE OLYMPIA, WA 98501	19483 12/19/2017
PAY TO THE ORDER OF FCS Group One Thousand Seven Hundred Eighty Five and 00/100		\$ 1,785.00	DOLLARS
MEMO FCS Group 1211 28th Ave NE Suite D-241 Redmond, WA 98052		THURSTON CONSERVATION DISTRICT Richard M. Hargrave AUTHORIZED SIGNATURE	
⑆019483⑆ ⑆325170754⑆ ⑆90006554⑆			

12/28/2017 19483 \$1,785.00

10:28 AM

01/04/18

Thurston Conservation District

Reconciliation Summary

3082003 - Saving-2410 Shellfish Fund, Period Ending 12/31/2017

	Dec 31, 17
Beginning Balance	156,609.59
Cleared Transactions	
Deposits and Credits - 2 Items	115,725.34
Total Cleared Transactions	115,725.34
Cleared Balance	272,334.93
Register Balance as of 12/31/2017	272,334.93
Ending Balance	272,334.93

10:29 AM

01/04/18

Thurston Conservation District

Reconciliation Detail

3082003 - Saving-2410 Shellfish Fund, Period Ending 12/31/2017

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						156,609.59
Cleared Transactions						
Deposits and Credits - 2 Items						
Transfer	12/11/2017			X	115,705.38	115,705.38
Deposit	12/31/2017			X	19.96	115,725.34
Total Deposits and Credits					115,725.34	115,725.34
Total Cleared Transactions					115,725.34	115,725.34
Cleared Balance					115,725.34	272,334.93
Register Balance as of 12/31/2017					115,725.34	272,334.93
Ending Balance					115,725.34	272,334.93



THURSTON CONSERVATION DISTRICT
SHELLFISH FUND
2918 FERGUSON ST SW STE A BLDG 1
TUMWATER WA 98512

Page 1 of 1

12/31/2017

CYCLE-101

*****2410

REG SV MO STMT

******02410**

BEGINNING RATE	0.10000	
PREVIOUS STATEMENT BALANCE AS OF 11/30/17		156,609.59
PLUS 2 DEPOSITS AND OTHER CREDITS		115,725.34
LESS 0 CHECKS AND OTHER DEBITS		.00
LESS MAINTENANCE FEE		0
CURRENT STATEMENT BALANCE AS OF December 31, 2017		272,334.93
NUMBER OF DAYS IN THIS STATEMENT PERIOD: 31		

***** DEPOSITS *****

Date	Description	Amount
12/11	Oct Nov SF invoices and intere	115,705.38
12/31	INTEREST PAYMENT	19.96

***** BALANCE BY DATE *****

Date	Balance	Date	Balance	Date	Balance	Date	Balance
11/30	156,609.59	12/11	272,314.97	12/31	272,334.93		

PAYER FEDERAL ID NUMBER.....	91-0260220
INTEREST PAID YEAR TO DATE.....	239.02

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www.timberlandbank.com



10:29 AM

01/04/18

Thurston Conservation District
Reconciliation Summary
3082002 - Saving-6568 - Timberland, Period Ending 12/31/2017

	<u>Dec 31, 17</u>
Beginning Balance	41,212.04
Cleared Transactions	
Deposits and Credits - 1 Item	<u>1.05</u>
Total Cleared Transactions	<u>1.05</u>
Cleared Balance	<u>41,213.09</u>
Register Balance as of 12/31/2017	41,213.09
Ending Balance	41,213.09

10:30 AM

01/04/18

Thurston Conservation District

Reconciliation Detail

3082002 · Saving-6568 - Timberland, Period Ending 12/31/2017

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						41,212.04
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	12/31/2017			X	1.05	1.05
Total Deposits and Credits					1.05	1.05
Total Cleared Transactions					1.05	1.05
Cleared Balance					1.05	41,213.09
Register Balance as of 12/31/2017					1.05	41,213.09
Ending Balance					1.05	41,213.09



THURSTON CONSERVATION DISTRICT
2918 FERGUSON ST SW STE A BLDG 1
TUMWATER WA 98512

Page 1 of 1

12/31/2017

CYCLE-101

*****6568

REG SV MO STMT

****16568

BEGINNING RATE	0.03000	
PREVIOUS STATEMENT BALANCE AS OF 11/30/17		41,212.04
PLUS	1 DEPOSITS AND OTHER CREDITS	1.05
LESS	0 CHECKS AND OTHER DEBITS	.00
LESS	MAINTENANCE FEE	0
CURRENT STATEMENT BALANCE AS OF December 31, 2017		41,213.09
NUMBER OF DAYS IN THIS STATEMENT PERIOD: 31		

***** DEPOSITS *****

Date	Description	Amount
12/31	INTEREST PAYMENT	1.05

***** BALANCE BY DATE *****

Date	Balance	Date	Balance	Date	Balance	Date	Balance
11/30	41,212.04	12/31	41,213.09				

PAYER FEDERAL ID NUMBER.....	91-0260220
INTEREST PAID YEAR TO DATE.....	12.38

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11:39 AM

01/15/18

Thurston Conservation District
Reconciliation Summary
Wells Fargo, Period Ending 11/15/2017

	Nov 15, 17
Beginning Balance	95.73
Cleared Transactions	
Charges and Cash Advances - 41 Items	-2,154.10
Payments and Credits - 1 Item	0.00
Total Cleared Transactions	-2,154.10
Cleared Balance	2,249.83
Uncleared Transactions	
Charges and Cash Advances - 40 Items	-4,960.06
Total Uncleared Transactions	-4,960.06
Register Balance as of 11/15/2017	7,209.89
New Transactions	
Charges and Cash Advances - 31 Items	-6,057.44
Total New Transactions	-6,057.44
Ending Balance	13,267.33

11:39 AM

01/15/18

Thurston Conservation District
Reconciliation Detail
Wells Fargo, Period Ending 11/15/2017

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						95.73
Cleared Transactions						
Charges and Cash Advances - 41 Items						
Credit Card Charge	10/27/2017	8027	Fred Meyer	X	-3.26	-3.26
Credit Card Charge	11/08/2017	7970	Washington State F...	X	-8.35	-11.61
Credit Card Charge	11/08/2017	7970	Port of Kingston	X	-5.00	-16.61
Credit Card Charge	11/08/2017	8012	Olympia parking	X	-4.00	-20.61
Credit Card Charge	11/14/2017	8045	Brown Paper Tickets	X	-10.00	-30.61
Credit Card Charge	12/01/2017	8039	Site Impressions	X	-61.96	-92.57
Credit Card Charge	12/01/2017	7987	Thurston County Ch...	X	-20.00	-112.57
Credit Card Charge	12/01/2017	7988	UPS	X	-9.57	-122.14
Credit Card Charge	12/01/2017	8040	UPS	X	-9.57	-131.71
Credit Card Charge	12/08/2017	7990	Les Schwab Tire Ca...	X	-485.16	-616.87
Credit Card Charge	12/08/2017	7996	Napa Store	X	-139.38	-756.25
Credit Card Charge	12/08/2017	8030	REI	X	-92.27	-848.52
Credit Card Charge	12/08/2017	8050	The Lucky Lunchbox	X	-89.22	-937.74
Credit Card Charge	12/08/2017	8073	Site Impressions	X	-68.46	-1,006.20
Credit Card Charge	12/08/2017	7992	Site Impressions	X	-68.46	-1,074.66
Credit Card Charge	12/08/2017	8043	Caspio Inc	X	-59.00	-1,133.66
Credit Card Charge	12/08/2017	7924	Haggen	X	-50.06	-1,183.72
Credit Card Charge	12/08/2017	8051	Best Buy	X	-43.51	-1,227.23
Credit Card Charge	12/08/2017	7923	Ace Hardware	X	-43.48	-1,270.71
Credit Card Charge	12/08/2017	7995	Amazon	X	-28.98	-1,299.69
Credit Card Charge	12/08/2017	7946	Starbucks	X	-17.35	-1,317.04
Credit Card Charge	12/08/2017	8041	Napa Store	X	-16.32	-1,333.36
Credit Card Charge	12/08/2017	7924	Trader Joes	X	-13.06	-1,346.42
Credit Card Charge	12/08/2017	8046	Amazon	X	-12.99	-1,359.41
Credit Card Charge	12/08/2017	8090	Facebook	X	-10.00	-1,369.41
Credit Card Charge	12/08/2017	8038	Baileys IGA	X	-8.62	-1,378.03
Credit Card Charge	12/08/2017	8014	Target	X	-8.40	-1,386.43
Credit Card Charge	12/08/2017	7985	Safeway	X	-2.69	-1,389.12
Credit Card Charge	12/08/2017	8072	City of Olympia	X	-1.10	-1,390.22
Credit Card Charge	12/31/2017		Casa Mia	X	-398.78	-1,789.00
Credit Card Charge	12/31/2017		Crains Office Supply	X	-104.39	-1,893.39
Credit Card Charge	12/31/2017		Main Street Cookie	X	-96.00	-1,989.39
Credit Card Charge	12/31/2017		Safeway	X	-61.07	-2,050.46
Credit Card Charge	12/31/2017		Shell Oil	X	-33.29	-2,083.75
Credit Card Charge	12/31/2017		Trader Joes	X	-20.46	-2,104.21
Credit Card Charge	12/31/2017		Wells Fargo Remitta...	X	-11.00	-2,115.21
Credit Card Charge	12/31/2017	8094	City of Olympia	X	-10.00	-2,125.21
Credit Card Charge	12/31/2017		Shipwreck Cafe	X	-8.06	-2,133.27
Credit Card Charge	12/31/2017		Yelm Fook Co-Op	X	-7.81	-2,141.08
Credit Card Charge	12/31/2017		Good to Go	X	-7.00	-2,148.08
Credit Card Charge	12/31/2017		Wells Fargo Remitta...	X	-6.02	-2,154.10
Total Charges and Cash Advances					-2,154.10	-2,154.10
Payments and Credits - 1 item						
Bill	10/10/2017		Wells Fargo Remitta...	X	0.00	0.00
Total Cleared Transactions					-2,154.10	-2,154.10
Cleared Balance					2,154.10	2,249.83
Uncleared Transactions						
Charges and Cash Advances - 40 Items						
Credit Card Charge	06/30/2017		Best Buy		-65.25	-65.25
Credit Card Charge	08/22/2017	7846	Fed Ex		-18.32	-83.57
Credit Card Charge	09/06/2017	7868	San Francisco Stre...		-33.92	-117.49
Credit Card Charge	09/06/2017	7754	Trader Joes		-33.58	-151.07
Credit Card Charge	09/06/2017	7868	Wagners European ...		-32.67	-183.74
Credit Card Charge	09/06/2017	7852	Spooner Berry Farm		-23.00	-206.74
Credit Card Charge	10/24/2017	8017	Dispute Resolution ...		-30.00	-236.74
Credit Card Charge	10/27/2017	8005	Minuteman Press		-890.43	-1,127.17
Credit Card Charge	10/27/2017	8008	SPSCC		-154.75	-1,281.92
Credit Card Charge	10/27/2017	8024	San Francisco Stre...		-152.70	-1,434.62
Credit Card Charge	10/27/2017	8023	Albertsons		-68.45	-1,503.07
Credit Card Charge	10/27/2017	8007	Brown Paper Tickets		-53.74	-1,556.81
Credit Card Charge	10/27/2017	8011	Starbucks		-34.71	-1,591.52

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01/15/18

Thurston Conservation District

Reconciliation Detail

Wells Fargo, Period Ending 11/15/2017

Type	Date	Num	Name	Clr	Amount	Balance
Credit Card Charge	10/27/2017	7959	Facebook		-30.00	-1,621.52
Credit Card Charge	10/27/2017	8003	Dispute Resolution ...		-30.00	-1,651.52
Credit Card Charge	10/27/2017	8026	Fred Meyer		-26.89	-1,678.41
Credit Card Charge	10/27/2017	8028	Haggen		-18.01	-1,696.42
Credit Card Charge	10/27/2017	8029	Olympia Food Co-Op		-14.90	-1,711.32
Credit Card Charge	10/31/2017	7979	Caspio Inc		-59.00	-1,770.32
Credit Card Charge	10/31/2017	8016	Dispute Resolution ...		-30.00	-1,800.32
Credit Card Charge	10/31/2017	7993	Dispute Resolution ...		-30.00	-1,830.32
Credit Card Charge	10/31/2017	7980	Dispute Resolution ...		-30.00	-1,860.32
Credit Card Charge	10/31/2017	8044	Dispute Resolution ...		-30.00	-1,890.32
Credit Card Charge	11/01/2017	7983	Brown Paper Tickets		-26.87	-1,917.19
Credit Card Charge	11/08/2017	7981	Office Depot		-209.08	-2,126.27
Credit Card Charge	11/08/2017	7882	San Francisco Stre...		-47.04	-2,173.31
Credit Card Charge	11/08/2017	7982	Wagners European ...		-25.05	-2,198.36
Credit Card Charge	11/08/2017	7882	Trader Joes		-11.98	-2,210.34
Credit Card Charge	11/08/2017	7982	Trader Joes		-7.99	-2,218.33
Credit Card Charge	11/14/2017		Window Seat Media		-2,002.04	-4,220.37
Credit Card Charge	11/14/2017	7907	Amazon		-292.95	-4,513.32
Credit Card Charge	11/14/2017	7920	Harbor Freight		-144.20	-4,657.52
Credit Card Charge	11/14/2017		T Sheets		-85.00	-4,742.52
Credit Card Charge	11/14/2017		Crains Office Supply		-73.97	-4,816.49
Credit Card Charge	11/14/2017	7905	Starbucks		-34.71	-4,851.20
Credit Card Charge	11/14/2017	7919	Olympia Food Co-Op		-32.53	-4,883.73
Credit Card Charge	11/14/2017	7917	Cab		-27.43	-4,911.16
Credit Card Charge	11/14/2017	7919	Haggen		-21.26	-4,932.42
Credit Card Charge	11/14/2017	7905	Trader Joes		-18.95	-4,951.37
Credit Card Charge	11/14/2017	7918	Fred Meyer		-8.69	-4,960.06
Total Charges and Cash Advances					-4,960.06	-4,960.06
Total Uncleared Transactions					-4,960.06	-4,960.06
Register Balance as of 11/15/2017					7,114.16	7,209.89

New Transactions

Charges and Cash Advances - 31 items

Credit Card Charge	12/08/2017	8089	Facebook		-10.00	-10.00
Credit Card Charge	12/31/2017		Natural Rain		-2,660.85	-2,670.85
Credit Card Charge	12/31/2017		Natural Rain		-873.40	-3,544.25
Credit Card Charge	12/31/2017		Crains Office Supply		-442.39	-3,986.64
Credit Card Charge	12/31/2017		Hilton Garden Inn K...		-434.01	-4,420.65
Credit Card Charge	12/31/2017		Hilton Garden Inn K...		-324.54	-4,745.19
Credit Card Charge	12/31/2017	8068	CPI		-162.08	-4,907.27
Credit Card Charge	12/31/2017		Staples		-158.46	-5,065.73
Credit Card Charge	12/31/2017		Crains Office Supply		-140.80	-5,206.53
Credit Card Charge	12/31/2017		Cabelas		-129.11	-5,335.64
Credit Card Charge	12/31/2017		Thurston County Dri...		-110.54	-5,446.18
Credit Card Charge	12/31/2017		T Sheets		-80.00	-5,526.18
Credit Card Charge	12/31/2017	8067	UPS		-77.44	-5,603.62
Credit Card Charge	12/31/2017		Chevron		-68.04	-5,671.66
Credit Card Charge	12/31/2017		Caspio Inc		-59.00	-5,730.66
Credit Card Charge	12/31/2017		Baldorf and Bronson...		-43.09	-5,773.75
Credit Card Charge	12/31/2017		Orca Books		-36.88	-5,810.63
Credit Card Charge	12/31/2017		Exxon Mobil		-36.22	-5,846.85
Credit Card Charge	12/31/2017		Trader Joes		-32.08	-5,878.93
Credit Card Charge	12/31/2017	8087	Office Depot		-27.21	-5,906.14
Credit Card Charge	12/31/2017		Haggen		-21.54	-5,927.68
Credit Card Charge	12/31/2017		UPS		-19.71	-5,947.39
Credit Card Charge	12/31/2017		Trader Joes		-18.94	-5,966.33
Credit Card Charge	12/31/2017		City of Olympia		-16.00	-5,982.33
Credit Card Charge	12/31/2017		Trader Joes		-15.96	-5,998.29
Credit Card Charge	12/31/2017		WA St Dept of Licen...		-13.00	-6,011.29
Credit Card Charge	12/31/2017		Staples		-12.18	-6,023.47
Credit Card Charge	12/31/2017		City of Olympia		-10.00	-6,033.47
Credit Card Charge	12/31/2017		NMI		-9.99	-6,043.46
Credit Card Charge	12/31/2017		IA DOT		-7.00	-6,050.46
Credit Card Charge	12/31/2017		Trader Joes		-6.98	-6,057.44

11:39 AM

01/15/18

Thurston Conservation District
Reconciliation Detail
Wells Fargo, Period Ending 11/15/2017

Type	Date	Num	Name	Clr	Amount	Balance
Total Charges and Cash Advances					-6,057.44	-6,057.44
Total New Transactions					-6,057.44	-6,057.44
Ending Balance					13,171.60	13,267.33

11:46 AM

01/15/18

Thurston Conservation District
Reconciliation Summary
Wells Fargo, Period Ending 12/15/2017

	Dec 15, 17
Beginning Balance	2,249.83
Cleared Transactions	
Charges and Cash Advances - 30 Items	-6,062.32
Payments and Credits - 1 Item	34.97
Total Cleared Transactions	-6,027.35
Cleared Balance	8,277.18
Uncleared Transactions	
Charges and Cash Advances - 41 Items	-4,970.06
Total Uncleared Transactions	-4,970.06
Register Balance as of 12/15/2017	13,247.24
New Transactions	
Charges and Cash Advances - 1 Item	-80.00
Payments and Credits - 1 Item	2,249.83
Total New Transactions	2,169.83
Ending Balance	11,077.41

11:46 AM

01/15/18

Thurston Conservation District
Reconciliation Detail
Wells Fargo, Period Ending 12/15/2017

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,249.83
Cleared Transactions						
Charges and Cash Advances - 30 Items						
Credit Card Charge	12/31/2017		Natural Rain	X	-2,660.85	-2,660.85
Credit Card Charge	12/31/2017		Natural Rain	X	-873.40	-3,534.25
Credit Card Charge	12/31/2017		Crains Office Supply	X	-442.39	-3,976.64
Credit Card Charge	12/31/2017		Hilton Garden Inn K...	X	-434.01	-4,410.65
Credit Card Charge	12/31/2017		Hilton Garden Inn K...	X	-324.54	-4,735.19
Credit Card Charge	12/31/2017	8068	CPI	X	-162.08	-4,897.27
Credit Card Charge	12/31/2017		Staples	X	-158.46	-5,055.73
Credit Card Charge	12/31/2017		Crains Office Supply	X	-140.80	-5,196.53
Credit Card Charge	12/31/2017		Cabelas	X	-129.11	-5,325.64
Credit Card Charge	12/31/2017		Thurston County Dri...	X	-110.54	-5,436.18
Credit Card Charge	12/31/2017	8067	UPS	X	-77.44	-5,513.62
Credit Card Charge	12/31/2017		Chevron	X	-68.04	-5,581.66
Credit Card Charge	12/31/2017		Caspio Inc	X	-59.00	-5,640.66
Credit Card Charge	12/31/2017		Baldorf and Bronson...	X	-43.09	-5,683.75
Credit Card Charge	12/31/2017		Orca Books	X	-36.88	-5,720.63
Credit Card Charge	12/31/2017		Exxon Mobil	X	-36.22	-5,756.85
Credit Card Charge	12/31/2017		Trader Joes	X	-32.08	-5,788.93
Credit Card Charge	12/31/2017	8087	Office Depot	X	-27.21	-5,816.14
Credit Card Charge	12/31/2017		Haggen	X	-21.54	-5,837.68
Credit Card Charge	12/31/2017		UPS	X	-19.71	-5,857.39
Credit Card Charge	12/31/2017		Trader Joes	X	-18.94	-5,876.33
Credit Card Charge	12/31/2017		City of Olympia	X	-16.00	-5,892.33
Credit Card Charge	12/31/2017		Trader Joes	X	-15.96	-5,908.29
Credit Card Charge	12/31/2017		WA St Dept of Licen...	X	-13.00	-5,921.29
Credit Card Charge	12/31/2017		Staples	X	-12.18	-5,933.47
Credit Card Charge	12/31/2017		City of Olympia	X	-10.00	-5,943.47
Credit Card Charge	12/31/2017		NMI	X	-9.99	-5,953.46
Credit Card Charge	12/31/2017		IA DOT	X	-7.00	-5,960.46
Credit Card Charge	12/31/2017		Trader Joes	X	-6.98	-5,967.44
Credit Card Charge	01/10/2018			X	-94.88	-6,062.32
Total Charges and Cash Advances					-6,062.32	-6,062.32
Payments and Credits - 1 Item						
Credit Card Credit	12/31/2017		Wells Fargo Remitta...	X	34.97	34.97
Total Cleared Transactions					-6,027.35	-6,027.35
Cleared Balance					6,027.35	8,277.18
Uncleared Transactions						
Charges and Cash Advances - 41 items						
Credit Card Charge	06/30/2017		Best Buy		-65.25	-65.25
Credit Card Charge	08/22/2017	7846	Fed Ex		-18.32	-83.57
Credit Card Charge	09/06/2017	7868	San Francisco Stre...		-33.92	-117.49
Credit Card Charge	09/06/2017	7754	Trader Joes		-33.58	-151.07
Credit Card Charge	09/06/2017	7868	Wagners European ...		-32.67	-183.74
Credit Card Charge	09/06/2017	7852	Spooner Berry Farm		-23.00	-206.74
Credit Card Charge	10/24/2017	8017	Dispute Resolution ...		-30.00	-236.74
Credit Card Charge	10/27/2017	8005	Minuteman Press		-890.43	-1,127.17
Credit Card Charge	10/27/2017	8008	SPSCC		-154.75	-1,281.92
Credit Card Charge	10/27/2017	8024	San Francisco Stre...		-152.70	-1,434.62
Credit Card Charge	10/27/2017	8023	Albertsons		-68.45	-1,503.07
Credit Card Charge	10/27/2017	8007	Brown Paper Tickets		-53.74	-1,556.81
Credit Card Charge	10/27/2017	8011	Starbucks		-34.71	-1,591.52
Credit Card Charge	10/27/2017	7959	Facebook		-30.00	-1,621.52
Credit Card Charge	10/27/2017	8003	Dispute Resolution ...		-30.00	-1,651.52
Credit Card Charge	10/27/2017	8026	Fred Meyer		-26.89	-1,678.41
Credit Card Charge	10/27/2017	8028	Haggen		-18.01	-1,696.42
Credit Card Charge	10/27/2017	8029	Olympia Food Co-Op		-14.90	-1,711.32
Credit Card Charge	10/31/2017	7979	Caspio Inc		-59.00	-1,770.32
Credit Card Charge	10/31/2017	8016	Dispute Resolution ...		-30.00	-1,800.32
Credit Card Charge	10/31/2017	8044	Dispute Resolution ...		-30.00	-1,830.32
Credit Card Charge	10/31/2017	7993	Dispute Resolution ...		-30.00	-1,860.32
Credit Card Charge	10/31/2017	7980	Dispute Resolution ...		-30.00	-1,890.32
Credit Card Charge	11/01/2017	7983	Brown Paper Tickets		-26.87	-1,917.19

11:46 AM

01/15/18

Thurston Conservation District
Reconciliation Detail
Wells Fargo, Period Ending 12/15/2017

Type	Date	Num	Name	Clr	Amount	Balance
Credit Card Charge	11/08/2017	7981	Office Depot		-209.08	-2,126.27
Credit Card Charge	11/08/2017	7882	San Francisco Stre...		-47.04	-2,173.31
Credit Card Charge	11/08/2017	7982	Wagners European ...		-25.05	-2,198.36
Credit Card Charge	11/08/2017	7882	Trader Joes		-11.98	-2,210.34
Credit Card Charge	11/08/2017	7982	Trader Joes		-7.99	-2,218.33
Credit Card Charge	11/14/2017		Window Seat Media		-2,002.04	-4,220.37
Credit Card Charge	11/14/2017	7907	Amazon		-292.95	-4,513.32
Credit Card Charge	11/14/2017	7920	Harbor Freight		-144.20	-4,657.52
Credit Card Charge	11/14/2017		T Sheets		-85.00	-4,742.52
Credit Card Charge	11/14/2017		Crains Office Supply		-73.97	-4,816.49
Credit Card Charge	11/14/2017	7905	Starbucks		-34.71	-4,851.20
Credit Card Charge	11/14/2017	7919	Olympia Food Co-Op		-32.53	-4,883.73
Credit Card Charge	11/14/2017	7917	Cab		-27.43	-4,911.16
Credit Card Charge	11/14/2017	7919	Haggen		-21.26	-4,932.42
Credit Card Charge	11/14/2017	7905	Trader Joes		-18.95	-4,951.37
Credit Card Charge	11/14/2017	7918	Fred Meyer		-8.69	-4,960.06
Credit Card Charge	12/08/2017	8089	Facebook		-10.00	-4,970.06
Total Charges and Cash Advances					-4,970.06	-4,970.06
Total Uncleared Transactions					-4,970.06	-4,970.06
Register Balance as of 12/15/2017					10,997.41	13,247.24
New Transactions						
Charges and Cash Advances - 1 Item						
Credit Card Charge	12/31/2017		T Sheets		-80.00	-80.00
Total Charges and Cash Advances					-80.00	-80.00
Payments and Credits - 1 Item						
Bill	12/31/2017		Wells Fargo Remitta...		2,249.83	2,249.83
Total New Transactions					2,169.83	2,169.83
Ending Balance					8,827.58	11,077.41



Thurston Conservation District

2018 Annual Budget

Key Terms and Definitions

Basis - Thurston Conservation Districts' basis for accounting is Accrual using GAAP – Generally Accepted Accounting Principles.

Salaries and Benefits - Composite Rate – all payroll costs of employing someone, on a per hour basis. The Composite Rate includes base pay, federal and state employer contributions, state industrial and employment security employer contributions, medical benefits and employer retirement plan contributions. *This is the way all salaries and benefits are displayed throughout the budget. Figures shown in the attached staffing plan are *not* straight salaries.

Overhead – negotiated by grant agreement, the allowable amount of overhead charged. For 2018 the grants that allow overhead charges are calculated at 25% of salaries and benefits, with one exception of the Center for Technical Development grant which allows 15%.

Supplies – Office supplies, project supplies, bottled water, computer supplies.

Professional Services – Contracted services by other agencies, other conservation districts, non-profits, corporations or individuals to perform grant and/or program deliverables.

Contracted Services – legal, IT or accounting services;; **Americorps** (a Washington Service Corps program that enables the District to have two service people for a set annual fee), **Stipends** (some speakers receive stipends from the District; college student interns who are studying with the district for two full quarters receive a stipend), soil testing, bus transportation for students, substitute teachers

Travel - mileage, meals, per diems, lodging, fuel, airfare, parking fees, conference registration fees, site rentals

Facilities and Utilities – telephone, internet, electric and gas, security system monitoring, trash removal, office rent and common area utilities, equipment leases, janitorial

Other – District operating expenses and other charges not included above such as advertising, liability insurance, subscriptions, licenses

Capital Outlays – Generally equipment purchases over \$300 are capital assets, by policy, or less than \$300 items that are small, attractive and vulnerable to loss. These items are tracked in the inventory.

Budget Development Process, Goals and Strategies for 2018

The annual budget development process begins in August; just after the current year's budget mid-year revision. Lead program/department staff begins to develop preliminary draft budgets for the next calendar year. This is also the time of year when the Shellfish Work Program proposals from other agencies are developed and submitted by the District and Shellfish Work Program partners. Simultaneous to this process is building the staffing plan. This is where we compute hours and wages necessary to perform the work of each program, and ensure each employee is allocated according to their full or part time status.

As program budgets are finalized, they are integrated into the master annual budget Excel workbook. All categories feed into a cumulative, overall budget for the district.

Goals – A goal for the 2017 Annual Budget was to make a more user friendly document for the public, non – financial readers and elected officials. We looked at annual budgets from surrounding municipalities of all types and integrated some aspects of those reports that make them easier to read and meaningful. We have been working on enhancing the Annual Budget as more of a policy driving document; just like the Strategic and Annual Plans are. We began this process again for the 2018 budget, although in November when we lost Rates and Charges, the process was halted and an interim budget strategy was developed.

In November 2017 the goal for the 2018 budget transitioned to the development of strategic revisions to the budget, including navigating an unexpected significant loss of funding. The loss of Rates and Charges has an incredible impact on District Operations, staffing and community services. Due to several proceeding events (reduction in Shellfish Protection District funding, lack of Capital Budget, approval of Capital Budget, NTA grant award notifications) the Annual Budget and Staffing Plan has rapidly evolved over initial weeks of 2018. Now, in late February, a known financial plan for 2018 has solidified that will carry the District through the 2018 calendar year.

District Operations

Program Manager: Sarah Moorehead

Team: ALL

In 2018, the goals for the remainder of the Assessment funds from 2017 and the small streams of miscellaneous revenue (shown below – Plant Sale, Soil Testing, etc.) are to effectively manage District Operations costs, leverage the grants we have currently and explore new funding opportunities to plan for the future. The loss of Rates and Charges is devastating to the District. We will not be able to hire an Executive Director this year or explore unfunded priorities in our Annual and Strategic Plans. In addition our ability to fund grant development and provide match for future grants has been greatly reduced. Our ability to serve landowners throughout the District, regardless of their request for assistance is now also limited to available grant funding and the terms therein (type of operation/resource concern, geographic area, type of technical assistance requested, etc.).

Only a few staff members have time allocated to District Operations in 2018. The Executive Director, Treasurer and Administrative Assistant were in large part funded by what was formerly unrestricted Assessment dollars. This year, the Interim Executive Director and Administrative Assistant will be partially funded by the remaining 2017 Assessment dollars to conduct essential District Operations functions. The essential functions of the Treasurer will be funded primarily from Conservation Commission grant funds this year, which formerly allowed additional funding for technical assistance and outreach. These District Operations positions support every function of the District and help to administer each grant we have in hand.

Managing the soil testing and equipment rental programs are also within the District Operations budget, so these services will suffer in 2018 due to the lack of funding. This includes the inability to purchase new equipment and repair existing equipment. Staff continues to look for additional funding sources to support and grow these programs in 2018.

Revenue

Carryover from 2017	100,000
Assessment / Rates and Charges Collections	0
(28% Restricted for Shellfish Protection Dist)	0
(South Sound Green)	0
Plant Sale	25,500
Russell Grant	3,000
Interest Income	700
Equipment Rental Program	3,460
Soil Testing Program	<u>5,000</u>
TOTAL	137,660

Expenses

Salaries and Benefits	83,558
(Overhead)	(109,656)
Supplies	12,930
Professional Services	1,500
Contracted Services	33,230
Travel	7,100
Utilities and Facilities	71,524
Other	<u>37,474</u>
TOTAL	137,660
NET	<u>0</u>

RCO – Recreation and Conservation Office - Lead Entity Program and East Fork McLane Culvert Project

Program Manager: LE - Amy Hatch Winecka, East Fork McLane – Kathleen Berger

Team : Amy Hatch Winecka, Ashley McBee, AmeriCorps Volunteer, Kathleen Berger

The Lead Entity Program – TCD is the fiscal agent for the WRIA 13 Lead Entity Work Group (WRIA = Water Resource Inventory Area) – a committee of federal, state, tribal, local and citizen agency representatives to allocate water resources, protect water quality and restore fish habitats in Thurston County. TCD receives federal and state dollars through the Lead Entity Program. We also receive PSAR (Puget Sound Acquisition and Restoration) monies through RCO for the same objectives. These are also state dollars.

*Lead Entity dollars are awarded on the state fiscal year cycle – July 1 – June 30. The dollars do not carry over. PSAR dollars are two - four year awards. The following summary includes these dollars for the calendar year 2018.

Staff

The Deputy Director/WRIA 13 Lead Entity Coordinator is the lead and primary staff on this grant. The TCD AmeriCorps service member organizes the Salmon Day Camp in tandem with the South Sound YMCA.

Goals for 2018

The Coordinator will facilitate a locally initiated suite of habitat projects that benefit salmon and the community. Working with the local groups, the Coordinator will continue to broaden representation on the Lead Entity Committee.

Timeline

The fund sources included in this agreement have different timelines for expenditure. Please note: Lead Entity capacity allocation from the Salmon Recovery Funding Board (\$60,000) must be spent by June 30, 2018. Another contract is expected and will begin July 1, 2018. In general, the PSAR funding can be used for up to two biennia.

East Fork McLane

The East Fork McLane project is a culvert removal and bridge install to increase fish passage and decrease flooding on the East Fork of McLane Creek.

Revenue

Lead Entity	60,000
PSAR	87,960
East Fork McLane	<u>2,742</u>
Total	150,702

Expenses

Salaries and Benefits	103,786
Supplies	498
Professional Services	41,437
Contracted Services	1,500
Travel	<u>3,481</u>
Total	150,702

Net **0**

Shellfish Protection District – TCD and outside agency programs

Program Manager: Sarah Moorehead

Team : Sarah Moorehead, Stephanie Bishop, Ashley McBee, Nora White, Robin Buckingham, Mara Healy, Nicole Warren, South Sound GREEN AmeriCorps Volunteer, TCD AmeriCorps Volunteer

Shellfish programs are developed by District staff annually. The SPD stakeholders group, County Commissioners and Thurston Conservation District Board of Supervisors reviews and approves the programs in the fall. The Shellfish Protection District includes the Nisqually and Henderson Watersheds. For 2018, due to the lack of Rates and Charges revenue, the SPD program will be funded with residual funds from the 28% collections from prior years, and unspent funds from the 2017 program. Each year the programs provide education and outreach and direct landowner assistance.

Nearshore: Marine Studies, Water Quality and Restoration

Students and the Shore aims to bring participating South Sound GREEN students to the Puget Sound nearshore to connect their freshwater monitoring sites to the Puget Sound basin and to engage students in service learning projects within the Henderson and Nisqually Reach areas. Through this program South Sound GREEN will partner with Pacific Shellfish Institute, Zittel's Marina, Washington State Parks, South Sound Estuary Association, Puget Sound Restoration Fund, Taylor Shellfish and many others to host at least 10 nearshore field trips with approximately 300 students total. These trips will occur in late spring (May/June 2018) or early fall (September/October 2018) when daylight low tides are available. South Sound GREEN will coordinate at least 3 restoration field trips for students (approximately 75 students) in 2018. Students will engage in service learning through tree planting, invasive species removal and maintenance and monitoring of restoration sites that will improve conditions in the watershed.

Clear Choices for Clean Water

Goals for the year 2018 include educating residents of the Shellfish Protection District on Puget Sound water quality issues, impacts of water quality on shellfish production; reduce barriers for residents to change their behaviors to positively impact water quality; and partner with shellfish growers, local government, schools, and other water quality organizations to increase awareness of Puget Sound issues and available science. In 2018, outreach will expand to make services and offerings more available to renters and urban/suburban households.

Shellfish Protection District Cost Share

The goal of this funding is to implement best management practices on agricultural lands to help to restore and protect water quality within the Henderson and Nisqually Shellfish Protection Districts. This project will provide financial assistance to agricultural landowners/manager for implementation of two such projects. Staff support for this work comes from the Shellfish Technical Assistance & Conservation Planning project.

Shellfish Protection District Technical Assistance & Conservation Planning

This goal of this project is to address water quality issues on agricultural lands within the Henderson and Nisqually Shellfish Protection Districts. Activities include developing conservation plans, providing technical assistance in implementing best management practices, and providing restoration consultations, planting plans to landowners and supporting the Voluntary Stewardship Program.

Engaging Landowners in the Henderson and Nisqually Shellfish Protection Districts

The goals of this program include increasing awareness of programs and services available to landowners to manage land, to provide in-depth education through workshops and protect the landscape by increasing participating in existing farmland matching program and successional planning. This proposal was significantly reduced in the 2018 work plan due to the loss of Rates and Charges. R&C would have potentially fully funded this program from the 28% collection reserve. The number of workshops provided will be reduced, along with the other methods of landowner outreach in 2018.

Shore Friendly Thurston - This program is in large part a continuation of the Shoreline Technical Assistance program from last year. The team will hold three community shoreline workshops with landowners and residents to address shoreline issues. We will provide direct technical assistance to at least nine residents and provide four consultations with geologists and/or geomorphologists and engineers to address shoreline concerns.

Outside Programs – Other agencies that have approved proposals are Thurston County Environmental Health – (Septic Riser Rebate and Grant Program), Pacific Shellfish Institute and the Puget Sound Restoration Fund.

Revenue

Nearshore: Marine Studies, WQ & Restoration	44,179
Cost Share	10,000
Clear Choices for Clean Water	42,045
Technical Assistance	74,817
Engaging Landowners	10,000
Shore Friendly Thurston	18,286
Outside agency programs	<u>48,148</u>
Total	247,475

Expenses

Salaries and Benefits	87,214
Overhead	21,804
Supplies	10,241
Professional Services	86,390
Contracted Services	24,992
Travel	1,836
Other	<u>15,000</u>
Total	247,475

Net **0**

South Sound Green

Program Manager: Stephanie Bishop

Team : Stephanie Bishop, AmeriCorp Service person

South Sound GREEN (Global Rivers Environmental Education Network) is a watershed education program, involving over 1200 students (grades 4-college) annually. The program offers watershed education opportunities to over 35 teachers and their students in the North Thurston, Olympia, Tumwater, Rainier and Griffin School Districts, St. Martin's College, The Evergreen State College, private schools and home-schooled students.

South Sound GREEN's primary goals are to 1) facilitate student-initiated water quality explorations in our community; 2) provide high quality teacher development trainings to equip participating teachers with relevant and effective skills in water quality and science education; 3) engage students in service-learning projects to improve their watershed and the greater community (i.e. invasive species removal or trash pick-up at city and county parks) 4) host the 25th Annual Student GREEN Congress, an event where student delegates present results of stream investigations and make recommendations to improve their watershed; and 5) offer nearshore-marine education where students visit Puget Sound beaches and marinas to discover marine ecosystems, habitats and food web and learn how actions in neighborhoods can impact Puget Sound health.

Annual performance objectives include to engage between 900-1200 area students and 40+ teachers in watershed education and to deliver at least four teacher development trainings (one of these being a three-day Summer Teacher Institute focused on climate change adaptations in western Washington). South Sound GREEN partners with a wide variety of community agencies and partners on nearly all aspects of the program, and specifically with the Nisqually River Education Project and Chehalis Basin Education Consortium on teacher development trainings and the Student GREEN Congress.

Revenue

TCD Assessment / Rates and Charges allocation	0
Community Pledges (City of Olympia, City of Tumwater, City of Lacey and Thurston County)	49,200
NOAA Grant	12,085
Squaxin Tribe Grant	1,500
Dawkins Grant	25,000
WA Conservation Commission allocation from Implementation Grant	<u>5,645</u>
Total	93,430

Expenses

Salaries and Benefits	59,647
Overhead	5,490
Supplies	5,130
Professional Services	300
Contracted Services	12,944
Travel	4,000
Other	<u>5,919</u>
Total	93,430

Net**0**

WSCC – Washington State Conservation Commission

Program Manager: Sarah Moorehead

Team: Stephanie Bishop, Amy Franks, Sarah Moorehead, Nora White, Robin Buckingham, Kathleen Berger, Nicole Warren, Mara Healy

Grant funding from the Conservation Commission enables our technical staff to work directly with landowners and farmers to implement conservation plans and practices. In addition to field work, this funding will cover outreach, continuing education and training in several areas. In 2018, Commission funding will also supplement the District Operation budget for the finance department and supervision of the election.

WSCC funding is on the state fiscal year schedule, July 1 – June 30. The following budget is for the 2018 calendar year, using projected grant revenue and expenses for the second half of 2018.

CREP

The Conservation Reserve Enhancement Program assists agricultural landowners in the implementation of conservation practices on land that borders salmon-bearing streams. Conservation practices for CREP include a native vegetation riparian buffer, livestock exclusion fencing and watering facilities if applicable. Practices are reimbursed 100%, and landowners are paid a yearly rental rate for the amount of land enrolled into the program. Activities include working with interested landowners to navigate the program, develop plans and implement projects

Chehalis Basin Strategy

The Chehalis Basin Strategy is a basin-wide program that has focused on addressing flooding concerns through large and small scale projects. The district's role in 2016 involved targeted outreach to assess the concerns and needs of landowners in the floodplain throughout the Chehalis Basin. Through 2017 and now 2018, the district continued to communicate with landowners and also participate in the Aquatic Species Restoration Plan that is a part of all proposed alternatives in the Strategy. The Aquatic Species Restoration Plan will select 5 stretches of waterways to restore Chinook and Coho habitat as well as address stream bank erosion. The Strategy is a large effort in which the district plays the key part of landowner interactions.

Implementation

The goal of this funding in 2018 is to support the essential financial and district operations functions of the Treasurer.

Livestock

The Livestock grant provides funding for technical assistance and conservation planning for landowners with livestock.

Revenue

Implementation	90,202
CREP	49,536
Chehalis Basin Flood Strategy	90,882
Livestock TA	<u>17,087</u>
Total	247,707

Expenses

Salaries and Benefits	181,907
Overhead	45,477
Supplies	6,800
Travel	3,523
Other	<u>10,000</u>
Total	247,707

Net**0**

Thurston County – Deschutes Watershed Workgroup, NTA / NEP PIC grant and VSP (Voluntary Stewardship Program)

Program Manager: Sarah Moorehead

Team: Stephanie Bishop, Nora White, Amy Hatch – Winecka, Ashley McBee, Sarah Moorehead, Nicole Warre, Resource Specialist

Deschutes Watershed Workgroup – Facilitate a stakeholder group to implement the Deschutes Watershed stakeholders throughout the Deschutes watershed to build on existing efforts to form an active watershed group that will focus on identifying and implementing strategies to improve on water quality.

NTA / NEP PIC Grant – Provide landowners with education, technical assistance, conservation planning and cost share to improve water quality and shellfish habitat in the Henderson and Nisqually Shellfish Protection Districts.

VSP (Voluntary Stewardship Program) – Develop Individual Stewardship Plans and provide programmatic outreach to help agricultural producers maintain agricultural viability and critical habitat.

Revenue

Deschutes Watershed Workgroup	18,525
NTA / NEP PIC Grant	41,169
VSP	<u>51,888</u>
Total	111,582

Expenses

Salaries and Benefits	92,736
Overhead	18,553
Travel	<u>293</u>
Total	111,582

Net **0**

Department of Health – NTA (Near Term Action)

Program Manager: Amy Hatch Winecka

Team: Stephanie Bishop, Nora White, Amy Hatch – Winecka, Sarah Moorehead, Nicole Warren, Amy Franks, Kathleen Berger, Mara Healy, Resource Specialist

Provide landowners with education, technical assistance, conservation planning and habitat restoration to improve water quality and shellfish habitat in Puget Sound draining watersheds.

Revenue	146,519
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Expenses

Salaries	73,331
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Overhead	18,333
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Supplies	3,000
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Contracted Services	50,905
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Travel	<u>950</u>
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Total	146,519
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Net	<u>0</u>
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Miscellaneous Small Grants – Soil Health, WSU and Center for Technical Development

Program Manager: Sarah Moorehead

Team: Robin Buckingham, Nicole Warren, Amy Hatch-Winecka, James Weatherford

Center for Technical Development (formerly Tech Group)

The purpose of the Dairy Nutrient Management Planner Certification Program is to both certify individuals as having the necessary skills and abilities to plan to the requirements set forth in the Dairy Nutrient Management Act (RCW 90.64), as well as recognize those planners that have demonstrated an advanced level of knowledge, skills and planning as demonstrated in meeting the certification requirements set forth. In addition, this Program provides a pathway for new and advancing planners to achieve the knowledge and mentor support to qualify for certification.

Soil Health Grant

This grant is in collaboration with Grant Conservation District to administer advanced soil tests and monitor progress over three years. This is the first year of the grant.

WSU – Washington State University Extension

This grant is led Washington State University Extension to analyze data and develop prioritization techniques to reduce non-point source pollution in the Deschutes watershed.

Revenue

Center for Technical Development	3,671
Soil Health Grant	8,202
WSU Extension	<u>18,482</u>
Total	30,355

Expenses

Salaries	29,576
Travel	71
Other	<u>708</u>
Total	30,355

Net **0**

District Operations

2018 Shellfish Fund Work Program

The Shellfish Fund Work Program received its final round of approval from the Thurston County Commissioners. This excellent news will provide funding during 2018 for Thurston CD to provide technical assistance, outreach, conservation and planting plans, workshops to landowners, along with K12 educational nearshore trips to students, within the Henderson and Nisqually Shellfish Protection Districts.

Please join the Thurston Conservation District for a tour highlighting district programs, projects and partnerships!

March 14, 2018

12:15pm - 5:30pm

Tour begins at the Best Western Plus Lacey Inn and Suites: 8326 Quinault Dr. NE, Lacey, WA 98516

Tour Locations and Highlights



Shellfish Protection Districts ☞ See local cost share dollars hard at work to protect water quality ☞ Hear about the Voluntary Stewardship Program in Thurston County ☞ Learn how we're working with neighborhoods to conserve soil and water in partnership with the Thurston County Food Bank!

Students and Salmon ☞ Meet the 2016 WACD Wildlife Steward of the Year and see on-farm salmon habitat restoration in partnership with local South Sound GREEN students ☞ View an in-progress fish passage barrier removal project ☞ Celebrate prairies through our unique volunteer-led 'Community for Camas' project in partnership with the Squaxin Island Tribe!

Skookumchuck River Restoration ☞ See CREP projects contributing to 40 acres of restoration along 3 miles the Skookumchuck River in partnership with local landowners and Riverbend Ranch ☞ Hear about our community listening sessions to collaboratively address flooding issues with landowners in the Chehalis Basin!

An Interactive Farm-to-Table Dinner prepared by Chef Melissa Davis of Slow Food Olympia, will immediately follow the tour at 6:00 PM at The Skookumchuck Grange located at 5345 Skookumchuck Rd SE Tenino 98589. Dinner will be family style at the cost of \$31 per person. Checks can be made out to the Thurston Conservation District or exact cash will be accepted at the time. Note: Food is preordered via RSVP. Cancellations must be made within 48 hours to avoid charge.

Please RSVP no later than March 8th

<https://www.formstack.com/forms/?2853946-5w8z5tM1mS>

**Please indicate if you do not wish to attend dinner and return transportation will be provided.*

Questions: Sarah Moorehead 360.754.3588 x136 or smoorehead@thurstoncd.com