



TCD Board of Supervisors
Monthly Meeting Agenda
Tuesday, May 29th, 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. | Executive Session: RCW 89.08.110 To receive and evaluate complaints or charges brought against a public officer or employee. | 30 minutes | |
| 3. | Executive Session: RCW 89.08.110 To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. | 30 minutes | |
| 4. | Public Comment <i>Individuals have 3 minutes each to provide comment, please sign in on our public comment sign-up sheet.</i> | 20 minutes | |
| 5. | Agenda Review A. Agenda Format | 3 minutes | |
| 6. | TCD Board Meeting & Work Session Discussion | 10 minutes | |
| 7. | Partner Reports: A. NRCS, Jeff Swotek B. WSCC, Shana Joy C. WACD/NACD, Doug Rushton | 3 minutes 3 minutes 3 minutes | 1 |
| 8. | Financial Report, Sarah Moorehead A. Monthly Financial Report B. May Check Register – Action Item C. Schedule 22: State Auditor Report – Action Item D. WSCC 2018 Natural Resource Investment Cost Share Addendum – Action Item E. Resolution #2018-03: Authorized Bank Signers – Action Item F. Shellfish Fund: Nearshore 2018 Watershed Exploration and Enhancement ILA – Action Item | 35 minutes | 2 |
| 9. | Rates & Charges A. May 10 th , 2018 Public Hearing Debrief B. Resolution #2018-01: Adopting a System of Rates and Charges – Action Item C. Resolution #2018-02: Establishing a Process for Landowner Appeals of Rates and Charges– Action Item D. Scheduling Board of County Commissioners Briefing | 20 minutes | 3 |
| 10. | Conservation Projects A. East Fork McLane Creek Bridge Installation Construction Contract – Action Item B. Water Quality Improvement Project Cost Share Agreement – Action Item C. Fish Passage Project Cost Share Agreement – Action Item | 10 minutes | 4 |

| | | | |
|-----|--|------------|----------|
| 11. | Associate Supervisor Discussion | 10 minutes | |
| 12. | Board Meeting Minutes Review, All – Action Items <i>(Information only: April 24th, 2018 action items report)</i> A. April 24, 2018 Regular Meeting & Work Session minutes B. November 21, 2017 Special Meeting & Work Session minutes C. December 20, 2017 Regular Meeting & Work Session minutes | 40 minutes | 5 |
| 13. | 2018 Annual Plan, All – Action Item | 10 minutes | 6 |
| 14. | Review of TCD Governance Action Plan, All | 10 minutes | 7 |
| 15. | Policies & Procedures, All – Action Item | 10 minutes | |
| 16. | Adjourn, All | | |

Total Time Allotment: 252 minutes (4.20 hrs)

| | | |
|-------------------------------|-----------------------------------|----------|
| Administrative Reports | <i>(Informational Only)</i> | 8 |
| A. | Interim Executive Director Report | |

Tab 1

**WACD and NACD Updates for Thurston CD Board Meeting
May 23, 2017**

WACD Check the website for more information - <http://www.wacd.org/>

1. WACD board meeting on 6/26 at the Plant Materials Center (PMC) in Bow. WACD will be looking at updating their strategic plan.
2. PMC assistant manager being hired.
3. WACD executive director will soon be receiving her six month evaluation.

NACD Check the website for more information - <http://www.nacdnet.org/>

Events

1. 2018 NACD Summer Meeting and Southeast Region meeting will occur Aug. 3 – 8, 2018 at Williamsburg. <http://www.nacdnet.org/news-and-events/summer-meeting/>
2. The Southwest/Pacific joint region meeting will be Sept. 17 – 20 in Kennewick.
3. NACD 2019 Annual meeting is Feb. 2 – 6, 2019 in San Antonio. <http://www.nacdnet.org/news-and-events/annual-meeting/>

Opportunities

The third Thursday of every month, NACD Urban and Community Resource Policy Group features conservation districts and their urban and suburban conservation work through interactive webinars. One way to keep up with the Urban and Community RPG is to "like" their [Facebook](#) page. Through the RPG's presence on Facebook, conservation districts and partners are able to share information and ideas, build relationships, and gain recognition for their work.

<http://www.nacdnet.org/about-nacd/what-we-do/urban-and-community/>

NACD 2018 Farm Bill Recommendations <http://www.nacdnet.org/about-nacd/what-we-do/federal-policy/>

- Maintain Conservation Program Funding
- Keep EQIP and CSP Functionally Separate
- Reform Regional Conservation Partnership Program
- Repeal SAM/DUNS Requirements (DONE!)
- Support Watershed Programs
- Increase CRP Acreage Responsibly with Flexibility for Grazing
- Continue Current Conservation Compliance Requirements

Tab 2

| <u>Date</u> | <u>Check #</u> | through | <u>Check #</u> | <u>Totaling</u> | <u>Voided Check #'s</u> |
|-------------|----------------|---------|----------------|-----------------|-------------------------|
| 4/20/2018 | 19602 | | 19642 | 112,721.21 | 19626, 19638 |

Detail

The following checks were written on Timberland Bank:

| | | | | | |
|-------------|------------|--|------------|-----------|-----------------------------|
| 4/20 - 4/24 | EFT | | EFT | 1,797.54 | Accounts payable |
| 4/24/2018 | dd04251801 | | dd04251809 | 12,885.42 | Payroll |
| 4/24/2018 | EFT | | EFT | 55.00 | DRS - DCP |
| 4/27/2018 | EFT | | EFT | 7,136.84 | DRS - PERS |
| 4/30/2018 | EFT | | EFT | 1,989.21 | Q1 WA State UI |
| 5/1/2018 | EFT | | EFT | 1,116.04 | Labor & Industries |
| 5/2/2018 | EFT | | EFT | 2,261.14 | WA Dept of Revenue Tax |
| 5/7/2018 | EFT | | EFT | 5,162.99 | Insurance Premium |
| 5/9/2018 | dd04251810 | | dd04251816 | 12,853.80 | Payroll |
| 5/9/2018 | EFT | | EFT | 3,719.68 | Federal payroll liabilities |
| 5/10/2018 | 19602 | | 19627 | 31,357.93 | Accounts payable |
| 5/15/2018 | EFT | | EFT | 55.00 | DRS - DCP |
| 5/15/2018 | EFT | | EFT | 6,897.65 | DRS - PERS |
| 5/24/2018 | 19628 | | 19642 | 27,230.51 | Accounts payable |

Total 112,721.21

Richard Mankamy, Board Auditor

Date

Thurston Conservation District
Payroll Transactions by Payee
 April 22 through May 19, 2018

| Date | Name | Num | Type | Memo | Account | Amount |
|--|-----------------------|------------|-----------------|-----------------|-----------------------|------------|
| Colonial Supplemental Insurance | | | | | | |
| 05/10/2018 | Colonial Suppleme... | 19605 | Liability Check | | 3081001 · 308.10.0... | -307.68 |
| Total Colonial Supplemental Insurance | | | | | | -307.68 |
| Dept of Retirement Systems | | | | | | |
| 04/24/2018 | Dept of Retirement... | EFT | Liability Check | | 3081001 · 308.10.0... | -55.00 |
| 04/27/2018 | Dept of Retirement... | EFT | Liability Check | April Payroll | 3081001 · 308.10.0... | -7,136.84 |
| Total Dept of Retirement Systems | | | | | | -7,191.84 |
| EFT Payment | | | | | | |
| 05/09/2018 | EFT Payment | EFT | Liability Check | 91-1011612 | 3081001 · 308.10.0... | -3,719.68 |
| Total EFT Payment | | | | | | -3,719.68 |
| QuickBooks Payroll Service | | | | | | |
| 04/24/2018 | QuickBooks Payrol... | | Liability Check | Created by P... | 3081001 · 308.10.0... | -11,277.69 |
| 04/24/2018 | QuickBooks Payrol... | | Liability Check | Created by P... | 3081001 · 308.10.0... | -1,607.73 |
| 05/09/2018 | QuickBooks Payrol... | | Liability Check | Created by P... | 3081001 · 308.10.0... | -12,853.80 |
| Total QuickBooks Payroll Service | | | | | | -25,739.22 |
| WA St Dept of Employment Security | | | | | | |
| 04/30/2018 | WA St Dept of Em... | EFT | Liability Check | ES#930464 ... | 3081001 · 308.10.0... | -1,989.21 |
| Total WA St Dept of Employment Security | | | | | | -1,989.21 |
| Berger, Kathleen T | | | | | | |
| 04/25/2018 | Berger, Kathleen T | dd04251801 | Paycheck | Direct Deposit | 3081001 · 308.10.0... | 0.00 |
| 05/10/2018 | Berger, Kathleen T | dd04251810 | Paycheck | Direct Deposit | 3081001 · 308.10.0... | 0.00 |
| Total Berger, Kathleen T | | | | | | 0.00 |
| Bishop, Stephanie E | | | | | | |
| 04/25/2018 | Bishop, Stephanie E | dd04251802 | Paycheck | Direct Deposit | 3081001 · 308.10.0... | 0.00 |
| 05/10/2018 | Bishop, Stephanie E | dd04251811 | Paycheck | Direct Deposit | 3081001 · 308.10.0... | 0.00 |
| Total Bishop, Stephanie E | | | | | | 0.00 |
| Franks, Amy E | | | | | | |
| 04/25/2018 | Franks, Amy E | dd04251803 | Paycheck | Direct Deposit | 3081001 · 308.10.0... | 0.00 |
| 04/25/2018 | Franks, Amy E | dd04251809 | Paycheck | Direct Deposit | 3081001 · 308.10.0... | 0.00 |
| Total Franks, Amy E | | | | | | 0.00 |
| Hatch-Winecka, Amy B | | | | | | |
| 04/25/2018 | Hatch-Winecka, A... | dd04251804 | Paycheck | Direct Deposit | 3081001 · 308.10.0... | 0.00 |
| 05/10/2018 | Hatch-Winecka, A... | dd04251812 | Paycheck | Direct Deposit | 3081001 · 308.10.0... | 0.00 |
| Total Hatch-Winecka, Amy B | | | | | | 0.00 |
| Healy, Mara E | | | | | | |
| 04/25/2018 | Healy, Mara E | dd04251805 | Paycheck | Direct Deposit | 3081001 · 308.10.0... | 0.00 |
| 05/10/2018 | Healy, Mara E | dd04251813 | Paycheck | Direct Deposit | 3081001 · 308.10.0... | 0.00 |
| Total Healy, Mara E | | | | | | 0.00 |
| Moorehead, Sarah | | | | | | |
| 04/25/2018 | Moorehead, Sarah | dd04251806 | Paycheck | Direct Deposit | 3081001 · 308.10.0... | 0.00 |
| 05/10/2018 | Moorehead, Sarah | dd04251814 | Paycheck | Direct Deposit | 3081001 · 308.10.0... | 0.00 |
| Total Moorehead, Sarah | | | | | | 0.00 |
| Warren, Nicole A | | | | | | |
| 04/25/2018 | Warren, Nicole A | dd04251807 | Paycheck | Direct Deposit | 3081001 · 308.10.0... | 0.00 |
| 05/10/2018 | Warren, Nicole A | dd04251815 | Paycheck | Direct Deposit | 3081001 · 308.10.0... | 0.00 |
| Total Warren, Nicole A | | | | | | 0.00 |
| White, Nora E | | | | | | |
| 04/25/2018 | White, Nora E | dd04251808 | Paycheck | Direct Deposit | 3081001 · 308.10.0... | 0.00 |

2:25 PM

05/24/18

Thurston Conservation District
Payroll Transactions by Payee
April 22 through May 19, 2018

| <u>Date</u> | <u>Name</u> | <u>Num</u> | <u>Type</u> | <u>Memo</u> | <u>Account</u> | <u>Amount</u> |
|---------------------|---------------|------------|-------------|----------------|-----------------------|---------------|
| 05/10/2018 | White, Nora E | dd04251816 | Paycheck | Direct Deposit | 3081001 · 308.10.0... | 0.00 |
| Total White, Nora E | | | | | | 0.00 |
| TOTAL | | | | | | -38,947.63 |



Washington State Department of Retirement Systems
Electronic Payments
Completed Payment Advice

Employer: THURSTON CONSERVATION DISTRICT
Report Period: 04/2018
Retirement Due Date: 05/15/2018
Payment Status: Submitted (04-20-18 11:14:50 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 |
| PERS | 2358 | 0.00 |
| | 0.00 | 0.00 |
| | Total Amount for Plan 3: | 0.00 |
| | Total Payment Amount: | 55.00 |
| | Scheduled Date of Payment: | 4/24/2018 |



Washington State Department of Retirement Systems
Electronic Payments
Completed Payment Advice

Employer: THURSTON CONSERVATION DISTRICT
Report Period: 03/2018
Retirement Due Date: 04/15/2018
Payment Status: Submitted (04-20-18 11:21:34 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 | 4402.08 | | | |
| Total Amount for Plan 2: | | 4402.08 | | | |
| Plan 3 Payments | | | | | |
| | DB Employer | DC WSIB | DC Self | | |
| PERS | 2358 | 1702.37 | 143.07 | 889.32 | 2734.76 |
| | | 0.00 | 0.00 | 0.00 | |
| Total Amount for Plan 3: | | | | | 2734.76 |
| Total Payment Amount: | | | | | 7136.84 |
| Scheduled Date of Payment: | | | | | 4/27/2018 |

Payment Confirmation

THURSTON CONSERVATION
930464-00-4

THIS PAYMENT WAS SUCCESSFULLY PROCESSED.

Payment confirmation number: PBS2-Q315-TX5Q-31D4

Total payment amount: **\$1,989.21**

Debit date: 4/30/2018

Year/Quarter: 1st quarter 2018

Bank routing number: 325170754

Name on bank account: Thurston Conservation

Bank account number: xxxxx6554

User bank reference: ESD WA UI-TAX

Prepared by: Amy Franks
(360) 754-3588 Ext. 120
accounting@thurstoncd.com

I authorize the Washington State Employment Security Department to process the transaction as detailed above. I also certify that I am legally authorized to enter into this agreement for the above referenced business or transmitter.



Washington State Department of
Labor & Industries

QuickFile > Quarterly Report List > File a Report > Confirmation

You have successfully submitted your report.

- [Print this page for your records.](#)
- Adobe® PDF Format

THURSTON CONSERVATION DISTRICT - Q1/2018 Quarterly Report Confirmation Page

Confirmation #: 5618089

Received on: 4/20/2018

Submitted by: Amy Franks

Account ID: 386,002-00

Account Manager: CHRISTOPHER WASSON 360-902-6331



Washington State Department of
Labor & Industries

- Printer Friendly Report
- Adobe® PDF Format

Submit Date: 4/20/2018
Confirmation Number: 5618089

Quarterly Report

1st Quarter: January 1, 2018 – March 31, 2018

Due Date: 4/30/2018

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

WA UBI: 600 330 344
L&I Account ID: 386,002-00
Phone Number: 360-754-3588 Ext. 120

Account Manager: CHRISTOPHER WASSON 360-902-6331

Volunteer Reporting

| Class Code | Nature of Work | Number Of Volunteers |
|------------|----------------------------------|----------------------|
| 6901-00 | Volunteers-Excl Law Enf Officers | 0 |

| Class Code | Nature of Work | Gross Payroll (nearest \$) | Worker Hours (or units) | Rate Per Hour | Amount Owed |
|-------------------|-------------------------------------|-------------------------------|----------------------------|------------------|----------------|
| 1501-00 | County/Tax Dist NOC Othr Empls | \$2,671.00 | 125 | 1.5627 | \$195.34 |
| 5306-07 | Counties/Tax Dist Adm/CI Offc | \$118,494.00 | 4,650 | 0.1980 | \$920.70 |
| 6901-00 | Volunteers-Excl Law Enf Officers | \$0.00 | 0 | 0.0568 | \$0.00 |
| Total of Premiums | | | | | \$1,116.04 |
| Grand Total | | | | | \$1,116.04 |

Preparer's Information

Modify via Integroware

Preparer:
DayTime Phone:
Email:

Amy Franks
360-754-3588 Ext. 120
accounting@thurstoncd.com

Payment Information

| | |
|---------------------------|------------------|
| Method of Payment: | eCheck |
| Bank routing information: | 325170754 |
| Bank account information: | XXXXXXXXXX6554 |
| Bank account Type: | BusinessChecking |
| Payment Amount: | \$1116.04 |
| Scheduled Payment Date: | 4/30/2018 |

What do you want to do next?

- File another Quarterly Report with QuickFile
- Sign up for Quarterly Reporting e-mail reminders
- Instructions on deleting a Quarterly Report
- Change your payment method

Did You Know?

- You can manage your LNI account by registering to use the Claim & Account Center
- Go to LNI Home

Still need to file and pay your taxes with other agencies?



Department of Revenue
Electronically file
and pay my state taxes



Employment Security
Electronically file
and pay my taxes

More Links:

- [Get the Quarterly Report](#)
- [File a New Quarterly Report](#)

Confirmation

Your Return has been submitted and your confirmation number is **0-002-546-488**

Below is information from your Return Submission for March 31, 2018

| | |
|--------------------------|---------------------------------------|
| Filing Date | April 20, 2018 |
| Account Id | 600-330-344 |
| Primary Name | THURSTON COUNTY CONSERVATION DISTRICT |
| Payment Method | ACH Debit/E-Check |
| Payment Effective | April 30, 2018 |
| Total Tax | 2,356.14 |
| Total Credits | 95.00 |
| Total Due | 2,261.14 |

The email address on this return is different from the one in your profile
The Department is using email more frequently to communicate with taxpayers. Please verify that the email address in your profile is correct.
To update your email address click "Settings" link above, then click the "Update user profile" link in the "I Want To" menu.

Check the status of your return from the **Submissions** tab.

Print a copy of your return below. You can always "Print" your return by navigating to the "Submissions" tab and finding this request.

[Printable View \(Return\)](#)

[Print Confirmation](#)

OK



Electronic Federal Tax Payment System

[HOME](#)[ENROLLMENT](#)[MY PROFILE](#)[PAYMENTS](#)[HELP & INFORMATION](#)[CONTACT US](#)[LOGOUT](#)

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:

270852983108652

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 | \$3,719.68 |
| Settlement Date | 06/09/2018 |
| Subcategories: | |
| 1 Social Security | \$2,149.88 |
| 2 Medicare | \$502.80 |
| 3 Tax Withholding | \$1,067.00 |
| Account Number | xxxxx8554 |
| Account Type | CHECKING |
| Routing Number | 325170754 |
| Bank Name | TIMBERLAND BANK |

[Home](#)[Enrollment](#)[My Profile](#)[Payments](#)[Help & Information](#)[Contact Us](#)[Logout](#)[USA.gov](#)[IRS.gov](#)[Treasury.gov](#)

Electronic Federal Tax Payment System® and EFTPS® are registered servicemarks of the U.S. Department of the Treasury's Financial Management Service.

Thurston Conservation District

Check Register

As of April 10, 2018

9:00 AM

05/15/2018

Accrual Basis

| Type | Num | Source Name | Memo | Amount |
|---|-------|---|--|-------------------|
| 3088010 Checking Accounts | | | | |
| 3081001 - 308.10.01 Cash TimberLand Bank | | | | |
| Bill Pmt -Check | 19602 | A & L Western Agricultural Laboratories | soil tests | -595.20 |
| Bill Pmt -Check | 19603 | Accountemps | staff support | -1,881.00 |
| Bill Pmt -Check | 19604 | Amy Crowley | janitorial service | -480.00 |
| Bill Pmt -Check | 19605 | Colonial Supplemental Insurance | life ins premiums | -307.68 |
| Bill Pmt -Check | 19606 | Comcast | office phones and internet | -741.52 |
| Bill Pmt -Check | 19607 | FP Mailing Solutions | postage equipment lease | -120.77 |
| Bill Pmt -Check | 19608 | Griffin School District | south sound green buses and subs | -653.74 |
| Bill Pmt -Check | 19609 | Kathleen M. Jacobson | south sound green prairie and pillinator | -1,968.00 |
| Bill Pmt -Check | 19610 | Lafromboise Communications | r&c hearing advertising | -145.20 |
| Bill Pmt -Check | 19611 | Minuteman Press | bulk mailing with VSP & workshops | 780.59 |
| Bill Pmt -Check | 19612 | OfficeTeam | admin personnel | -2,400.00 |
| Bill Pmt -Check | 19613 | The Olympian | r&c hearing advertising | -278.98 |
| Bill Pmt -Check | 19614 | Pacific Disposal | garbage disposal | -49.64 |
| Bill Pmt -Check | 19615 | Pioneer Fuel | fuel | -105.36 |
| Bill Pmt -Check | 19616 | Puget Sound Energy | gas and electric usage | -314.75 |
| Bill Pmt -Check | 19617 | Regence - Life Insurance | life ins premiums | -28.62 |
| Bill Pmt -Check | 19618 | Ricoh USA, Inc. | copier lease | -248.62 |
| Bill Pmt -Check | 19619 | Ricoh, USA Inc - Usage | copies | -246.21 |
| Bill Pmt -Check | 19620 | Riverbend Properties, LLC | CREP planting | -6,178.00 |
| Bill Pmt -Check | 19621 | RTI Fabrication Inc. | East Form McLane Bridge | -9,453.00 |
| Bill Pmt -Check | 19622 | Doug Rushton | travel expense | -200.78 |
| Bill Pmt -Check | 19623 | Turnwater School District | south sound green buses and subs | -473.62 |
| Bill Pmt -Check | 19624 | United Concordia Insurance | dental insurance premiums | -595.83 |
| Bill Pmt -Check | 19625 | WA State University Energy Program | IT support | -722.00 |
| Bill Pmt -Check | 19626 | ***Void*** | | 0.00 |
| Bill Pmt -Check | 19627 | Whitlock Limited Partnership | office rent | -3,950.00 |
| Total 3081001 - 308.10.01 Cash TimberLand Bank | | | | -31,357.93 |
| Total 3088010 Checking Accounts | | | | -31,357.93 |
| TOTAL | | | | -31,357.93 |

"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, and that I am authorized to authenticate and certify the said claim."

Richard Mankamyar
Richard Mankamyar, District Auditor

Doug Rushton
Board Member

05/17/18
Date

5/22/18
Date



Washington State Department of Retirement Systems
Electronic Payments
Completed Payment Advice

Employer: THURSTON CONSERVATION DISTRICT
Report Period: 04/2018
Retirement Due Date: 05/15/2018
Payment Status: Submitted (05-10-18 12:11:27 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 | 4269.84 | | | |
| | | Total Amount for Plan 2: | | | 4269.84 |
| Plan 3 Payments | | | | | |
| | | DB Employer | DC WSIB | DC Self | |
| PERS | 2358 | 1657.55 | 125.42 | 844.84 | 2627.81 |
| | | 0.00 | 0.00 | 0.00 | |
| | | Total Amount for Plan 3: | | | 2627.81 |
| | | Total Payment Amount: | | | 6952.65 |
| | | Scheduled Date of Payment: | | | 5/15/2018 |

Thurston Conservation District
Check Register
May 24, 2018

1:58 PM
05/24/2018

| Type | Num | Source Name | Memo | Amount |
|---|-------|---|---|-------------------|
| 3088010 Checking Accounts | | | | |
| 3081001 - 308.10.01 Cash TimberLand Bank | | | | |
| Bill Pmt -Check | 19628 | OfficeTeam | Weeks Ending: 05/08/2018 and 05/17/2018 | -1,600.00 |
| Bill Pmt -Check | 19629 | Kathleen Berger | | -30.50 |
| Bill Pmt -Check | 19630 | Waterfall Engineering | | -1,375.00 |
| Bill Pmt -Check | 19631 | Accountemps | Weeks Ending: 05/11/2018 and 05/18/2018 | -2,004.50 |
| Bill Pmt -Check | 19632 | Bishop, Stephanie | | -33.00 |
| Bill Pmt -Check | 19633 | Colonial Supplemental Insurance | | -26.20 |
| Bill Pmt -Check | 19634 | North Thurston Public Schools | | -1,162.36 |
| Bill Pmt -Check | 19635 | Okanogan Conservation District | 2018 State Envirothon Registration | -200.00 |
| Bill Pmt -Check | 19636 | Olympia School District | | -170.00 |
| Bill Pmt -Check | 19637 | Salish Sea Conference c/o WWU Extended Ed | | -230.00 |
| Bill Pmt -Check | 19638 | Thurston Co Public Health | VOID: | 0.00 |
| Bill Pmt -Check | 19639 | Thurston County Public Health Department | | -14,686.60 |
| Bill Pmt -Check | 19640 | VSP - Vision Care | | -347.20 |
| Bill Pmt -Check | 19641 | washington State Conservation Commission | | -1,415.15 |
| Bill Pmt -Check | 19642 | Whitlock Limited Partnership | June Rent | -3,950.00 |
| Total 3081001 - 308.10.01 Cash TimberLand Bank | | | | -27,230.51 |
| Total 3088010 Checking Accounts | | | | -27,230.51 |
| TOTAL | | | | -27,230.51 |

"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, and that I am authorized to authenticate and certify the said claim."

Richard Mankamy, District Auditor

Date

Board Member

Date

Thurston Conservation District

Balance Sheet

As of April 30, 2018

| | Apr 30, 18 |
|---------------------------------------|-------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 3088010 Checking Accounts | 53,038.76 |
| 3088020 Savings Accounts | 224,287.23 |
| 3088030 Petty Cash | 185.98 |
| Total Checking/Savings | 277,511.97 |
| Accounts Receivable | |
| 3090000 Accounts Receivable | 133,205.55 |
| Total Accounts Receivable | 133,205.55 |
| Other Current Assets | |
| 3090500 Prepaid Accounts | 7,126.25 |
| 3092000 - 309.20.00 Cash on Hand | 110.35 |
| Total Other Current Assets | 7,236.60 |
| Total Current Assets | 417,954.12 |
| TOTAL ASSETS | 417,954.12 |
| LIABILITIES & EQUITY | |
| Liabilities | 303,339.25 |
| Equity | |
| 3200000 Opening Bal Equity | 286,884.05 |
| 3201000 Retained Earnings | -59,101.05 |
| Net Income | -113,168.13 |
| Total Equity | 114,614.87 |
| TOTAL LIABILITIES & EQUITY | 417,954.12 |

Thurston Conservation District
Balance Sheet Prev Year Comparison
As of April 30, 2018

| | Apr 30, 18 | Apr 30, 17 | \$ Change | % Change |
|---------------------------------------|-------------------|-------------------|-------------------|--------------|
| ASSETS | | | | |
| Current Assets | | | | |
| Checking/Savings | | | | |
| 3088010 Checking Accounts | 53,038.76 | 14,614.53 | 38,424.23 | 262.9% |
| 3088020 Savings Accounts | 224,287.23 | 283,237.04 | -58,949.81 | -20.8% |
| 3088030 Petty Cash | 185.98 | 70.02 | 115.96 | 165.6% |
| Total Checking/Savings | 277,511.97 | 297,921.59 | -20,409.62 | -6.9% |
| Accounts Receivable | | | | |
| 3090000 Accounts Receivable | 133,205.55 | 137,894.79 | -4,689.24 | -3.4% |
| Total Accounts Receivable | 133,205.55 | 137,894.79 | -4,689.24 | -3.4% |
| Other Current Assets | | | | |
| 3090500 Prepaid Accounts | 7,126.25 | 5,041.40 | 2,084.85 | 41.4% |
| 3092000 - 309.20.00 Cash on Hand | 110.35 | 0.00 | 110.35 | 100.0% |
| Total Other Current Assets | 7,236.60 | 5,041.40 | 2,195.20 | 43.5% |
| Total Current Assets | 417,954.12 | 440,857.78 | -22,903.66 | -5.2% |
| TOTAL ASSETS | 417,954.12 | 440,857.78 | -22,903.66 | -5.2% |
| LIABILITIES & EQUITY | | | | |
| Liabilities | 303,339.25 | 275,196.18 | 28,143.07 | 10.2% |
| Equity | | | | |
| 3200000 Opening Bal Equity | 286,884.05 | 286,884.05 | 0.00 | 0.0% |
| 3201000 Retained Earnings | -59,101.05 | 13,043.89 | -72,144.94 | -553.1% |
| Net Income | -113,168.13 | -134,266.34 | 21,098.21 | 15.7% |
| Total Equity | 114,614.87 | 165,661.60 | -51,046.73 | -30.8% |
| TOTAL LIABILITIES & EQUITY | 417,954.12 | 440,857.78 | -22,903.66 | -5.2% |

4:53 PM

05/24/18

Accrual Basis

Thurston Conservation District

Profit & Loss

April 2018

| | <u>Apr 18</u> |
|---------------------------------|--------------------------|
| Ordinary Income/Expense | |
| Income | |
| 3300000 · Intergovernmental Rev | 17,106.11 |
| 3400000 · Charges Goods&Svcs | 594.89 |
| 3600000 · Miscellaneous Revenue | <u>179.28</u> |
| Total Income | <u>17,880.28</u> |
| Gross Profit | 17,880.28 |
| Expense | |
| 5531010 · Salaries & Benefits | 51,322.91 |
| 5531030 · Supplies | 4,035.46 |
| 5531040 · Services & Charges | 32,405.29 |
| 5531060 · Maintenance | 25.00 |
| 5980000 · Other Financing Uses | <u>7,722.00</u> |
| Total Expense | <u>95,510.66</u> |
| Net Ordinary Income | <u>-77,630.38</u> |
| Net Income | <u><u>-77,630.38</u></u> |

Thurston Conservation District

Profit & Loss Prev Year Comparison

April 2018

| | <u>Apr 18</u> | <u>Apr 17</u> | <u>\$ Change</u> | <u>% Change</u> |
|---------------------------------|-------------------|-------------------|-------------------|-----------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 3300000 · Intergovernmental Rev | 17,106.11 | 52,695.01 | -35,588.90 | -67.5% |
| 3400000 · Charges Goods&Svcs | 594.89 | 585.64 | 9.25 | 1.6% |
| 3600000 · Miscellaneous Revenue | 179.28 | 8,248.17 | -8,068.89 | -97.8% |
| 3685000 · Assessment | 0.00 | 25,779.61 | -25,779.61 | -100.0% |
| Total Income | <u>17,880.28</u> | <u>87,308.43</u> | <u>-69,428.15</u> | <u>-79.5%</u> |
| Gross Profit | <u>17,880.28</u> | <u>87,308.43</u> | <u>-69,428.15</u> | <u>-79.5%</u> |
| Expense | | | | |
| 5531010 · Salaries & Benefits | 51,322.91 | 85,422.89 | -34,099.98 | -39.9% |
| 5531030 · Supplies | 4,035.46 | 4,705.83 | -670.37 | -14.3% |
| 5531040 · Services & Charges | 32,405.29 | 39,676.30 | -7,271.01 | -18.3% |
| 5531060 · Maintenance | 25.00 | 142.68 | -117.68 | -82.5% |
| 5945360 · Capital Outlays | 0.00 | 0.00 | 0.00 | 0.0% |
| 5980000 · Other Financing Uses | <u>7,722.00</u> | <u>400.00</u> | <u>7,322.00</u> | <u>1,830.5%</u> |
| Total Expense | <u>95,510.66</u> | <u>130,347.70</u> | <u>-34,837.04</u> | <u>-26.7%</u> |
| Net Ordinary Income | <u>-77,630.38</u> | <u>-43,039.27</u> | <u>-34,591.11</u> | <u>-80.4%</u> |
| Net Income | <u>-77,630.38</u> | <u>-43,039.27</u> | <u>-34,591.11</u> | <u>-80.4%</u> |

Profit & Loss Budget vs. Actual

January – April 30 2018

To be sent electronically

Profit & Loss Budget vs. Actual

April 2018

To be sent electronically

Full Allocation of G&A

To be sent electronically

9:37 AM

05/10/18

**Thurston Conservation District
Reconciliation Summary**

3082003 · Saving-2410 Shellfish Fund, Period Ending 04/30/2018

| | | |
|-----------------------------------|-------------------|-------------------|
| | <u>Apr 30, 18</u> | |
| Beginning Balance | | 232,639.33 |
| Cleared Transactions | | |
| Checks and Payments - 1 item | -9,587.17 | |
| Deposits and Credits - 1 item | 18.62 | |
| | <u>-9,568.55</u> | |
| Total Cleared Transactions | | |
| Cleared Balance | | <u>223,070.78</u> |
| Register Balance as of 04/30/2018 | | 223,070.78 |
| Ending Balance | | 223,070.78 |

9:38 AM

05/10/18

Thurston Conservation District

Reconciliation Detail

3082003 - Saving-2410 Shellfish Fund, Period Ending 04/30/2018

| Type | Date | Num | Name | Clr | Amount | Balance |
|-----------------------------------|------------|-----|------|-----|-----------|------------|
| Beginning Balance | | | | | | 232,639.33 |
| Cleared Transactions | | | | | | |
| Checks and Payments - 1 item | | | | | | |
| Transfer | 04/12/2018 | | | X | -9,587.17 | -9,587.17 |
| Total Checks and Payments | | | | | -9,587.17 | -9,587.17 |
| Deposits and Credits - 1 item | | | | | | |
| Deposit | 04/30/2018 | | | X | 18.62 | 18.62 |
| Total Deposits and Credits | | | | | 18.62 | 18.62 |
| Total Cleared Transactions | | | | | -9,568.55 | -9,568.55 |
| Cleared Balance | | | | | -9,568.55 | 223,070.78 |
| Register Balance as of 04/30/2018 | | | | | -9,568.55 | 223,070.78 |
| Ending Balance | | | | | -9,568.55 | 223,070.78 |



Page 1 of 1

04/30/2018

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

CYCLE-101

*****2410

REG SV MO STMT

****02410

| | | |
|--|---------|------------|
| BEGINNING RATE | 0.10000 | |
| PREVIOUS STATEMENT BALANCE AS OF 03/31/18 | | 232,639.33 |
| PLUS 1 DEPOSITS AND OTHER CREDITS | | 18.62 |
| LESS 1 CHECKS AND OTHER DEBITS | | 9,587.17 |
| LESS MAINTENANCE FEE | | 0 |
| CURRENT STATEMENT BALANCE AS OF April 30, 2018 | | 223,070.78 |
| NUMBER OF DAYS IN THIS STATEMENT PERIOD: 30 | | |

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

| Date | Description | Amount |
|-------|--------------------|----------|
| 04/12 | Shellfish transfer | 9,587.17 |

***** DEPOSITS *****

| Date | Description | Amount |
|-------|------------------|--------|
| 04/30 | INTEREST PAYMENT | 18.62 |

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

| Date | Balance | Date | Balance | Date | Balance | Date | Balance |
|-------|------------|-------|------------|-------|------------|------|---------|
| 03/31 | 232,639.33 | 04/12 | 223,052.16 | 04/30 | 223,070.78 | | |

| | |
|---------------------------------|------------|
| PAYER FEDERAL ID NUMBER..... | 91-0260220 |
| INTEREST PAID YEAR TO DATE..... | 79.78 |

Federal law requires us to tell you how we collect, share, and protect your personal information. Our privacy policy has not changed and you may review our policy and practices with respect to your personal information at www.timberlandbank.com/privacy-policy or we will mail you a free copy upon request if you call us at 1-800-562-8761.



www.timberlandbank.com



9:40 AM

05/10/18

Thurston Conservation District

Reconciliation Summary

3082002 - Saving-6568 - Timberland, Period Ending 04/30/2018

| | | |
|-----------------------------------|------------|-----------|
| | Apr 30, 18 | |
| Beginning Balance | | 41,216.14 |
| Cleared Transactions | | |
| Checks and Payments - 1 item | -40,000.00 | |
| Deposits and Credits - 1 item | 0.31 | |
| Total Cleared Transactions | -39,999.69 | |
| Cleared Balance | | 1,216.45 |
| Register Balance as of 04/30/2018 | | 1,216.45 |
| Ending Balance | | 1,216.45 |

9:41 AM

05/10/18

Thurston Conservation District

Reconciliation Detail

3082002 - Saving-6568 - Timberland, Period Ending 04/30/2018

| Type | Date | Num | Name | Clr | Amount | Balance |
|-----------------------------------|------------|-----|------|-----|------------|------------|
| Beginning Balance | | | | | | 41,216.14 |
| Cleared Transactions | | | | | | |
| Checks and Payments - 1 item | | | | | | |
| Transfer | 04/10/2018 | | | X | -40,000.00 | -40,000.00 |
| Total Checks and Payments | | | | | -40,000.00 | -40,000.00 |
| Deposits and Credits - 1 item | | | | | | |
| Deposit | 04/30/2018 | | | X | 0.31 | 0.31 |
| Total Deposits and Credits | | | | | 0.31 | 0.31 |
| Total Cleared Transactions | | | | | -39,999.69 | -39,999.69 |
| Cleared Balance | | | | | -39,999.69 | 1,216.45 |
| Register Balance as of 04/30/2018 | | | | | -39,999.69 | 1,216.45 |
| Ending Balance | | | | | -39,999.69 | 1,216.45 |



Page 1 of 1

04/30/2018

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

CYCLE-101

*****6568

REG SV MO STMT

****16568

| | | |
|--|---------|-----------|
| BEGINNING RATE | 0.03000 | |
| PREVIOUS STATEMENT BALANCE AS OF 03/31/18 | | 41,216.14 |
| PLUS 1 DEPOSITS AND OTHER CREDITS | | .31 |
| LESS 1 CHECKS AND OTHER DEBITS | | 40,000.00 |
| LESS MAINTENANCE FEE | | 0 |
| CURRENT STATEMENT BALANCE AS OF April 30, 2018 | | 1,216.45 |
| NUMBER OF DAYS IN THIS STATEMENT PERIOD: 30 | | |

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

| Date | Description | Amount |
|-------|---------------------------|-----------|
| 04/10 | Funds Transfer via Online | 40,000.00 |

***** DEPOSITS *****

| Date | Description | Amount |
|-------|------------------|--------|
| 04/30 | INTEREST PAYMENT | .31 |

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

| Date | Balance | Date | Balance | Date | Balance | Date | Balance |
|-------|-----------|-------|----------|---------------------------------|----------|------------|---------|
| 03/31 | 41,216.14 | 04/10 | 1,216.14 | 04/30 | 1,216.45 | | |
| | | | | PAYER FEDERAL ID NUMBER..... | | 91-0260220 | |
| | | | | INTEREST PAID YEAR TO DATE..... | | 3.36 | |

Federal law requires us to tell you how we collect, share, and protect your personal information. Our privacy policy has not changed and you may review our policy and practices with respect to your personal information at www.timberlandbank.com/privacy-policy or we will mail you a free copy upon request if you call us at 1-800-562-8761.



www.timberlandbank.com



12:36 PM

05/23/18

**Thurston Conservation District
Reconciliation Summary**

3081001 · 308.10.01 Cash TimberLand Bank, Period Ending 04/30/2018

| | | |
|-----------------------------------|-------------------|------------------|
| | <u>Apr 30, 18</u> | |
| Beginning Balance | | 28,319.73 |
| Cleared Transactions | | |
| Checks and Payments - 60 items | -84,242.39 | |
| Deposits and Credits - 17 items | <u>131,920.89</u> | |
| Total Cleared Transactions | <u>47,678.50</u> | |
| Cleared Balance | | <u>75,998.23</u> |
| Uncleared Transactions | | |
| Checks and Payments - 18 items | -23,724.47 | |
| Deposits and Credits - 14 items | <u>765.00</u> | |
| Total Uncleared Transactions | <u>-22,959.47</u> | |
| Register Balance as of 04/30/2018 | | <u>53,038.76</u> |
| New Transactions | | |
| Checks and Payments - 29 items | -63,687.62 | |
| Deposits and Credits - 22 items | <u>13,278.94</u> | |
| Total New Transactions | <u>-50,408.68</u> | |
| Ending Balance | | <u>2,630.08</u> |

12:40 PM

05/23/18

Thurston Conservation District Reconciliation Detail

3081001 · 308.10.01 Cash TimberLand Bank, Period Ending 04/30/2018

| Type | Date | Num | Name | Clr | Amount | Balance |
|---------------------------------|------------|-------|----------------------------|-----|------------|------------|
| Beginning Balance | | | | | | 28,319.73 |
| Cleared Transactions | | | | | | |
| Checks and Payments - 60 items | | | | | | |
| Bill Pmt -Check | 02/26/2018 | 19536 | Northwest Meadows... | X | -1,388.20 | -1,388.20 |
| Bill Pmt -Check | 02/26/2018 | 19534 | Jasmin Faulk - Dick... | X | -100.00 | -1,488.20 |
| Liability Check | 03/14/2018 | 19576 | Colonial Supplement... | X | -307.68 | -1,795.88 |
| Check | 03/20/2018 | EFT | Wells Fargo | X | -1,000.00 | -2,795.88 |
| Bill Pmt -Check | 03/26/2018 | 19575 | Whitlock Limited Par... | X | -3,950.00 | -6,745.88 |
| Bill Pmt -Check | 03/26/2018 | 19573 | WA St University En... | X | -2,134.00 | -8,879.88 |
| Bill Pmt -Check | 03/26/2018 | 19572 | Wa St Conservation ... | X | -1,153.48 | -10,033.36 |
| Bill Pmt -Check | 03/26/2018 | 19558 | Melissa Davis | X | -1,033.96 | -11,067.32 |
| Bill Pmt -Check | 03/26/2018 | 19552 | Amy Franks | X | -493.43 | -11,560.75 |
| Bill Pmt -Check | 03/26/2018 | 19567 | Ricoh, USA Inc - Us... | X | -455.93 | -12,016.68 |
| Bill Pmt -Check | 03/26/2018 | 19563 | Puget Sound Energy | X | -412.77 | -12,429.45 |
| Bill Pmt -Check | 03/26/2018 | 19551 | A & L Western Agric... | X | -402.00 | -12,831.45 |
| Bill Pmt -Check | 03/26/2018 | 19554 | Coastal Custodial | X | -374.14 | -13,205.59 |
| Bill Pmt -Check | 03/26/2018 | 19555 | Comcast | X | -370.93 | -13,576.52 |
| Bill Pmt -Check | 03/26/2018 | 19562 | Pacific Shellfish Insti... | X | -301.08 | -13,877.60 |
| Bill Pmt -Check | 03/26/2018 | 19564 | Rainier School Distri... | X | -246.80 | -14,124.40 |
| Bill Pmt -Check | 03/26/2018 | 19566 | Ricoh USA, Inc. | X | -184.67 | -14,309.07 |
| Bill Pmt -Check | 03/26/2018 | 19553 | Brian Thompson | X | -139.50 | -14,448.57 |
| Bill Pmt -Check | 03/26/2018 | 19560 | Olympia School Dist... | X | -91.00 | -14,539.57 |
| Bill Pmt -Check | 03/26/2018 | 19565 | Regence - Life Insur... | X | -41.64 | -14,581.21 |
| Bill Pmt -Check | 03/26/2018 | 19556 | Culligan Water Co. | X | -31.41 | -14,612.62 |
| Bill Pmt -Check | 03/26/2018 | 19561 | Pacific Conservation... | X | -15.00 | -14,627.62 |
| Check | 04/05/2018 | EFT | Regence - Health C... | X | -4,713.21 | -19,340.83 |
| Liability Check | 04/09/2018 | | QuickBooks Payroll ... | X | -11,193.93 | -30,534.76 |
| Liability Check | 04/09/2018 | | QuickBooks Payroll ... | X | -1,425.77 | -31,960.53 |
| Liability Check | 04/10/2018 | EFT | Dept of Retirement ... | X | -6,939.35 | -38,899.88 |
| Liability Check | 04/10/2018 | EFT | EFT Payment | X | -4,092.06 | -42,991.94 |
| Liability Check | 04/10/2018 | EFT | EFT Payment | X | -4,076.42 | -47,068.36 |
| Liability Check | 04/10/2018 | EFT | EFT Payment | X | -3,729.04 | -50,797.40 |
| Liability Check | 04/10/2018 | EFT | EFT Payment | X | -247.90 | -51,045.30 |
| Bill Pmt -Check | 04/12/2018 | 19580 | Budd Bay Promotions | X | -2,418.00 | -53,463.30 |
| Bill Pmt -Check | 04/12/2018 | 19578 | AquaTerra Cultural ... | X | -2,308.00 | -55,771.30 |
| Bill Pmt -Check | 04/12/2018 | 19597 | Get Outside Olympia | X | -1,050.00 | -56,821.30 |
| Bill Pmt -Check | 04/12/2018 | 19586 | OfficeTeam | X | -800.00 | -57,621.30 |
| Bill Pmt -Check | 04/12/2018 | 19595 | Ricoh, USA Inc - Us... | X | -621.22 | -58,242.52 |
| Bill Pmt -Check | 04/12/2018 | 19583 | Enduris | X | -468.00 | -58,710.52 |
| Bill Pmt -Check | 04/12/2018 | 19591 | Puget Sound Energy | X | -375.99 | -59,086.51 |
| Bill Pmt -Check | 04/12/2018 | 19581 | Comcast | X | -370.93 | -59,457.44 |
| Bill Pmt -Check | 04/12/2018 | 19594 | Ricoh USA, Inc. | X | -184.67 | -59,642.11 |
| Bill Pmt -Check | 04/12/2018 | 19596 | South of the Sound ... | X | -150.00 | -59,792.11 |
| Bill Pmt -Check | 04/12/2018 | 19584 | Lacey Community C... | X | -146.45 | -59,938.56 |
| Bill Pmt -Check | 04/12/2018 | 19590 | Pioneer Fuel | X | -116.67 | -60,055.23 |
| Bill Pmt -Check | 04/12/2018 | 19589 | Pioneer Fire & Secu... | X | -72.00 | -60,127.23 |
| Liability Check | 04/12/2018 | EFT | Dept of Retirement ... | X | -55.00 | -60,182.23 |
| Bill Pmt -Check | 04/12/2018 | 19588 | Perri Davis | X | -45.40 | -60,227.63 |
| Bill Pmt -Check | 04/12/2018 | 19582 | Culligan Water Co. | X | -31.41 | -60,259.04 |
| Bill Pmt -Check | 04/12/2018 | 19593 | Regence - Life Insur... | X | -29.34 | -60,288.38 |
| Check | 04/13/2018 | EFT | Benefit Resource, Inc | X | -90.00 | -60,378.38 |
| Check | 04/20/2018 | EFT | Wells Fargo | X | -1,000.00 | -61,378.38 |
| Check | 04/23/2018 | EFT | Internal Revenue Se... | X | -568.00 | -61,946.38 |
| Check | 04/23/2018 | EFT | WA St Dept of Empl... | X | -70.67 | -62,017.05 |
| Liability Check | 04/24/2018 | | QuickBooks Payroll ... | X | -11,277.69 | -73,294.74 |
| Liability Check | 04/24/2018 | | QuickBooks Payroll ... | X | -1,607.73 | -74,902.47 |
| Bill Pmt -Check | 04/24/2018 | EFT | Pacific Disposal | X | -57.88 | -74,960.35 |
| Liability Check | 04/24/2018 | EFT | Dept of Retirement ... | X | -55.00 | -75,015.35 |
| Bill Pmt -Check | 04/24/2018 | EFT | Pacific Disposal | X | -43.40 | -75,058.75 |
| Check | 04/24/2018 | EFT | Dept of Retirement ... | X | -32.59 | -75,091.34 |
| Check | 04/24/2018 | EFT | Dept of Retirement ... | X | -25.00 | -75,116.34 |
| Liability Check | 04/27/2018 | EFT | Dept of Retirement ... | X | -7,136.84 | -82,253.18 |
| Liability Check | 04/30/2018 | EFT | WA St Dept of Empl... | X | -1,989.21 | -84,242.39 |
| Total Checks and Payments | | | | | -84,242.39 | -84,242.39 |
| Deposits and Credits - 17 items | | | | | | |
| Deposit | 04/02/2018 | | | X | 115.94 | 115.94 |

12:40 PM

05/23/18

Thurston Conservation District Reconciliation Detail

3081001 · 308.10.01 Cash TimberLand Bank, Period Ending 04/30/2018

| Type | Date | Num | Name | Clr | Amount | Balance |
|----------|------------|---------|---------------------|-----|-----------|------------|
| Deposit | 04/02/2018 | | | X | 425.00 | 540.94 |
| Deposit | 04/02/2018 | | | X | 3,175.00 | 3,715.94 |
| Payment | 04/02/2018 | | WSSC:W050 - Che... | X | 3,975.24 | 7,691.18 |
| Deposit | 04/06/2018 | | | X | 25.00 | 7,716.18 |
| Deposit | 04/10/2018 | | | X | 30.00 | 7,746.18 |
| Deposit | 04/10/2018 | | | X | 1,543.20 | 9,289.38 |
| Transfer | 04/10/2018 | | | X | 40,000.00 | 49,289.38 |
| Transfer | 04/12/2018 | | | X | 9,587.17 | 58,876.55 |
| Deposit | 04/13/2018 | | | X | 25.00 | 58,901.55 |
| Deposit | 04/16/2018 | | | X | 1,711.60 | 60,613.15 |
| Payment | 04/19/2018 | | WSSC:W050 - Che... | X | 9,266.98 | 69,880.13 |
| Deposit | 04/20/2018 | | | X | 6,854.16 | 76,734.29 |
| Payment | 04/24/2018 | 840242! | WSSC:W025 - Live... | X | 5,629.55 | 82,363.84 |
| Deposit | 04/25/2018 | | | X | 40,451.09 | 122,814.93 |
| Deposit | 04/27/2018 | | | X | 2,927.96 | 125,742.89 |
| Deposit | 04/30/2018 | | | X | 6,178.00 | 131,920.89 |

Total Deposits and Credits

131,920.89

Total Cleared Transactions

47,678.50

Cleared Balance

47,678.50

75,998.23

Uncleared Transactions

Checks and Payments - 18 items

| | | | | | | |
|-----------------|------------|-------|----------------------------|--|-----------|------------|
| Bill Pmt -Check | 05/16/2017 | 19261 | Crains Office Supply | | -144.63 | -144.63 |
| Bill Pmt -Check | 06/05/2017 | 19256 | Crains Office Supply | | -58.74 | -203.37 |
| Bill Pmt -Check | 11/15/2017 | 19447 | Colonial Supplement... | | -350.36 | -553.73 |
| Bill Pmt -Check | 12/29/2017 | 19505 | Wendy Stevens | | -451.65 | -1,005.38 |
| Bill Pmt -Check | 03/13/2018 | 19549 | Skookumchuck Gra... | | -200.00 | -1,205.38 |
| Bill Pmt -Check | 03/26/2018 | 19574 | WACD | | -9,221.25 | -10,426.63 |
| Bill Pmt -Check | 03/26/2018 | 19570 | Thurston Co Public ... | | -3,512.61 | -13,939.24 |
| Bill Pmt -Check | 03/26/2018 | 19568 | Salish Sea Conferen... | | -230.00 | -14,169.24 |
| Bill Pmt -Check | 03/26/2018 | 19557 | Maggie Netherlin | | -100.00 | -14,269.24 |
| Bill Pmt -Check | 04/12/2018 | 19587 | Pacific Shellfish Insti... | | -2,735.99 | -17,005.23 |
| Bill Pmt -Check | 04/12/2018 | 19585 | National Association... | | -775.00 | -17,780.23 |
| Bill Pmt -Check | 04/12/2018 | 19577 | A & L Western Agric... | | -426.60 | -18,206.83 |
| Bill Pmt -Check | 04/12/2018 | 19592 | Qwg Applied Geology | | -103.64 | -18,310.47 |
| Bill Pmt -Check | 04/12/2018 | 19579 | Brian Thompson | | -25.00 | -18,335.47 |
| Bill Pmt -Check | 04/20/2018 | 19600 | Steve Davis | | -1,620.00 | -19,955.47 |
| Bill Pmt -Check | 04/20/2018 | 19599 | Riverbend Propertie... | | -1,544.00 | -21,499.47 |
| Bill Pmt -Check | 04/20/2018 | 19601 | WADE | | -1,425.00 | -22,924.47 |
| Bill Pmt -Check | 04/20/2018 | 19598 | OfficeTeam | | -800.00 | -23,724.47 |

Total Checks and Payments

-23,724.47

-23,724.47

Deposits and Credits - 14 items

| | | | | | | |
|---------------|------------|----------|----------------------|--|--------|--------|
| Transfer | 10/09/2017 | | | | 300.00 | 300.00 |
| Sales Receipt | 10/31/2017 | 60541... | ASMNT:A099 - Equi... | | 130.00 | 430.00 |
| Transfer | 11/09/2017 | | | | 100.00 | 530.00 |
| Sales Receipt | 11/30/2017 | 60541... | ASMNT:A099 - Equi... | | 180.00 | 710.00 |
| Sales Receipt | 12/31/2017 | 60541... | ASMNT:A099 - Equi... | | 55.00 | 765.00 |
| Paycheck | 04/25/2018 | dd042... | Healy, Mara E | | 0.00 | 765.00 |
| Paycheck | 04/25/2018 | dd042... | Hatch-Winecka, Am... | | 0.00 | 765.00 |
| Paycheck | 04/25/2018 | dd042... | Franks, Amy E | | 0.00 | 765.00 |
| Paycheck | 04/25/2018 | dd042... | Bishop, Stephanie E | | 0.00 | 765.00 |
| Paycheck | 04/25/2018 | dd042... | Berger, Kathleen T | | 0.00 | 765.00 |
| Paycheck | 04/25/2018 | dd042... | Franks, Amy E | | 0.00 | 765.00 |
| Paycheck | 04/25/2018 | dd042... | White, Nora E | | 0.00 | 765.00 |
| Paycheck | 04/25/2018 | dd042... | Warren, Nicole A | | 0.00 | 765.00 |
| Paycheck | 04/25/2018 | dd042... | Moorehead, Sarah | | 0.00 | 765.00 |

Total Deposits and Credits

765.00

765.00

Total Uncleared Transactions

-22,959.47

-22,959.47

Register Balance as of 04/30/2018

24,719.03

53,038.76

New Transactions

Checks and Payments - 29 items

12:40 PM

05/23/18

Thurston Conservation District Reconciliation Detail

3081001 · 308.10.01 Cash TimberLand Bank, Period Ending 04/30/2018

| Type | Date | Num | Name | Clr | Amount | Balance |
|---------------------------------|------------|----------|-------------------------|-----|------------|------------|
| Bill Pmt -Check | 05/07/2018 | EFT | Regence - Health C... | | -5,162.99 | -5,162.99 |
| Liability Check | 05/09/2018 | | QuickBooks Payroll ... | | -12,853.80 | -18,016.79 |
| Liability Check | 05/09/2018 | EFT | EFT Payment | | -3,719.68 | -21,736.47 |
| Bill Pmt -Check | 05/10/2018 | 19621 | RTI Fabrication Inc. | | -9,453.00 | -31,189.47 |
| Bill Pmt -Check | 05/10/2018 | 19620 | Riverbend Propertie... | | -6,178.00 | -37,367.47 |
| Bill Pmt -Check | 05/10/2018 | 19612 | OfficeTeam | | -2,400.00 | -39,767.47 |
| Bill Pmt -Check | 05/10/2018 | 19609 | Kathleen M. Jacobson | | -1,968.00 | -41,735.47 |
| Bill Pmt -Check | 05/10/2018 | 19603 | Accountemps | | -1,881.00 | -43,616.47 |
| Bill Pmt -Check | 05/10/2018 | 19611 | Minuteman Press | | -780.59 | -44,397.06 |
| Bill Pmt -Check | 05/10/2018 | 19606 | Comcast | | -741.52 | -45,138.58 |
| Bill Pmt -Check | 05/10/2018 | 19625 | WA St University En... | | -722.00 | -45,860.58 |
| Bill Pmt -Check | 05/10/2018 | 19608 | Griffin School District | | -653.74 | -46,514.32 |
| Bill Pmt -Check | 05/10/2018 | 19624 | United Concordia In... | | -595.83 | -47,110.15 |
| Bill Pmt -Check | 05/10/2018 | 19602 | A & L Western Agric... | | -595.20 | -47,705.35 |
| Bill Pmt -Check | 05/10/2018 | 19623 | Tumwater School Di... | | -473.62 | -48,178.97 |
| Bill Pmt -Check | 05/10/2018 | 19616 | Puget Sound Energy | | -314.75 | -48,493.72 |
| Bill Pmt -Check | 05/10/2018 | 19605 | Colonial Supplement... | | -307.68 | -48,801.40 |
| Bill Pmt -Check | 05/10/2018 | 19613 | Olympian, The | | -278.98 | -49,080.38 |
| Bill Pmt -Check | 05/10/2018 | 19618 | Ricoh USA, Inc. | | -248.62 | -49,329.00 |
| Bill Pmt -Check | 05/10/2018 | 19619 | Ricoh, USA Inc - Us... | | -246.21 | -49,575.21 |
| Bill Pmt -Check | 05/10/2018 | 19622 | Rushton, Clifford D. | | -200.78 | -49,775.99 |
| Bill Pmt -Check | 05/10/2018 | 19610 | Lafromboise Comm... | | -145.20 | -49,921.19 |
| Check | 05/10/2018 | EFT | Dept of Retirement ... | | -120.81 | -50,042.00 |
| Bill Pmt -Check | 05/10/2018 | 19607 | FP Mailing Solutions | | -120.77 | -50,162.77 |
| Bill Pmt -Check | 05/10/2018 | 19615 | Pioneer Fuel | | -105.36 | -50,268.13 |
| Bill Pmt -Check | 05/10/2018 | 19614 | Pacific Disposal | | -49.64 | -50,317.77 |
| Bill Pmt -Check | 05/10/2018 | 19617 | Regence - Life Insur... | | -28.62 | -50,346.39 |
| Check | 05/15/2018 | 19627 | Whitlock Limited Par... | | -3,950.00 | -54,296.39 |
| Liability Check | 05/24/2018 | | QuickBooks Payroll ... | | -9,391.23 | -63,687.62 |
| Total Checks and Payments | | | | | -63,687.62 | -63,687.62 |
| Deposits and Credits - 22 items | | | | | | |
| Deposit | 05/01/2018 | | | | 230.00 | 230.00 |
| Deposit | 05/04/2018 | | | | 170.00 | 400.00 |
| Deposit | 05/07/2018 | | | | 3,620.00 | 4,020.00 |
| Bill Pmt -Check | 05/10/2018 | 19604 | Amy Crowley | | 0.00 | 4,020.00 |
| Paycheck | 05/10/2018 | dd042... | White, Nora E | | 0.00 | 4,020.00 |
| Paycheck | 05/10/2018 | dd042... | Warren, Nicole A | | 0.00 | 4,020.00 |
| Paycheck | 05/10/2018 | dd042... | Moorehead, Sarah | | 0.00 | 4,020.00 |
| Paycheck | 05/10/2018 | dd042... | Healy, Mara E | | 0.00 | 4,020.00 |
| Paycheck | 05/10/2018 | dd042... | Hatch-Winecka, Am... | | 0.00 | 4,020.00 |
| Paycheck | 05/10/2018 | dd042... | Berger, Kathleen T | | 0.00 | 4,020.00 |
| Paycheck | 05/10/2018 | dd042... | Bishop, Stephanie E | | 0.00 | 4,020.00 |
| Deposit | 05/10/2018 | | | | 235.35 | 4,255.35 |
| Deposit | 05/11/2018 | | | | 6,218.59 | 10,473.94 |
| Check | 05/15/2018 | 19626 | Whitlock Limited Par... | | 0.00 | 10,473.94 |
| Deposit | 05/15/2018 | | | | 2,805.00 | 13,278.94 |
| Paycheck | 05/25/2018 | dd042... | Moorehead, Sarah | | 0.00 | 13,278.94 |
| Paycheck | 05/25/2018 | dd042... | Bishop, Stephanie E | | 0.00 | 13,278.94 |
| Paycheck | 05/25/2018 | dd042... | Warren, Nicole A | | 0.00 | 13,278.94 |
| Paycheck | 05/25/2018 | dd042... | White, Nora E | | 0.00 | 13,278.94 |
| Paycheck | 05/25/2018 | dd042... | Berger, Kathleen T | | 0.00 | 13,278.94 |
| Paycheck | 05/25/2018 | dd042... | Healy, Mara E | | 0.00 | 13,278.94 |
| Paycheck | 05/25/2018 | dd042... | Hatch-Winecka, Am... | | 0.00 | 13,278.94 |
| Total Deposits and Credits | | | | | 13,278.94 | 13,278.94 |
| Total New Transactions | | | | | -50,408.68 | -50,408.68 |
| Ending Balance | | | | | -25,689.65 | 2,630.08 |



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

Page 1 of 7

04/30/2018

CYCLE-030

*****6554

FREE BUSINESS CK

****06554

| | |
|--|------------|
| PREVIOUS STATEMENT BALANCE AS OF 03/31/18 | 27,319.73 |
| PLUS 17 DEPOSITS AND OTHER CREDITS | 131,920.89 |
| LESS 59 CHECKS AND OTHER DEBITS | 83,242.39 |
| LESS MAINTENANCE FEE | 0 |
| CURRENT STATEMENT BALANCE AS OF April 30, 2018 | 75,998.23 |
| NUMBER OF DAYS IN THIS STATEMENT PERIOD: 30 | |

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

| Date | Serial | Amount | Date | Serial | Amount | Date | Serial | Amount |
|--------|---------|----------|--------|---------|----------|--------|---------|----------|
| /04/02 | 19534 * | 100.00 | /04/13 | 19564 | 246.80 | /04/25 | 19584 | 146.45 |
| /04/02 | 19536 * | 1,388.20 | /04/05 | 19565 | 41.64 | /04/26 | 19586 * | 800.00 |
| /04/09 | 19551 * | 402.00 | /04/04 | 19566 | 184.67 | /04/17 | 19588 * | 45.40 |
| /04/03 | 19552 | 493.43 | /04/04 | 19567 | 455.93 | /04/24 | 19589 | 72.00 |
| /04/05 | 19553 | 139.50 | /04/09 | 19572 * | 1,153.48 | /04/24 | 19590 | 116.67 |
| /04/09 | 19554 | 374.14 | /04/09 | 19573 | 2,134.00 | /04/25 | 19591 | 375.99 |
| /04/05 | 19555 | 370.93 | /04/16 | 19575 * | 3,950.00 | /04/26 | 19593 * | 29.34 |
| /04/06 | 19556 | 31.41 | /04/05 | 19576 | 307.68 | /04/25 | 19594 | 184.67 |
| /04/09 | 19558 * | 1,033.96 | /04/27 | 19578 * | 2,308.00 | /04/25 | 19595 | 621.22 |
| /04/05 | 19560 * | 91.00 | /04/16 | 19580 * | 2,418.00 | /04/26 | 19596 | 150.00 |
| /04/03 | 19561 | 15.00 | /04/30 | 19581 | 370.93 | /04/17 | 19597 | 1,050.00 |
| /04/04 | 19562 | 301.08 | /04/25 | 19582 | 31.41 | | | |
| /04/04 | 19563 | 412.77 | /04/24 | 19583 | 468.00 | | | |

(*) Asterisk denotes skip in check sequence

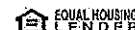
***** ELECTRONIC / NON-CHECK TRANSACTIONS *****

| Date | Description | Amount |
|-------|--------------------------------|-------------|
| 04/05 | AC BLUESHIELD OF WA INS. PREM. | 4,713.21 ✓ |
| 04/09 | AC INTUIT PAYROLL S QUICKBOOKS | 1,425.77 ✓ |
| 04/09 | AC INTUIT PAYROLL S QUICKBOOKS | 11,193.93 ✓ |
| 04/11 | AC IRS USATAXPYMT | 247.90 ✓ |
| 04/11 | AC IRS USATAXPYMT | 3,729.04 ✓ |
| 04/11 | AC IRS USATAXPYMT | 4,076.42 ✓ |
| 04/11 | AC IRS USATAXPYMT | 4,092.06 ✓ |
| 04/12 | AC WA DEPT RET SYS DRS EPAY | 55.00 ✓ |

Federal law requires us to tell you how we collect, share, and protect your personal information. Our privacy policy has not changed and you may review our policy and practices with respect to your personal information at www.timberlandbank.com/privacy-policy or we will mail you a free copy upon request if you call us at 1-800-562-8761.



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 |
|-------|--------------------------------|-------------|
| 04/12 | AC WA DEPT RET SYS DRS EPAY | 6,939.35 ✓ |
| 04/13 | AC BENEFIT RESOURCE BRI XFER | 90.00 ✓ |
| 04/20 | AC WELLS FARGO CARD PHONE PYMT | 1,000.00 ✓ |
| 04/23 | AC STATE OF WA ESD ESD ACH 6 | 70.67 ✓ |
| 04/23 | AC IRS USATAXPYMT | 568.00 ✓ |
| 04/24 | AC WA DEPT RET SYS DRS EPAY | 25.00 ✓ |
| 04/24 | AC WA DEPT RET SYS DRS EPAY | 32.59 ✓ |
| 04/24 | AC WASTE CONNECTION WEB_PAY | 43.40 ✓ |
| 04/24 | AC WA DEPT RET SYS DRS EPAY | 55.00 ✓ |
| 04/24 | AC WASTE CONNECTION WEB_PAY | 57.88 ✓ |
| 04/24 | AC INTUIT PAYROLL S QUICKBOOKS | 1,607.73 ✓ |
| 04/24 | AC INTUIT PAYROLL S QUICKBOOKS | 11,277.69 ✓ |
| 04/27 | AC WA DEPT RET SYS DRS EPAY | 7,136.84 ✓ |
| 04/30 | AC STATE OF WA ESD ESD ACH 6 | 1,989.21 ✓ |

***** DEPOSITS *****

| Date | Description | Amount |
|-------|-------------------------------|-------------|
| 04/02 | AC WA ST SCC VENDOR PAY | 3,975.24 ✓ |
| 04/02 | CK Deposit | 115.94 ✓ |
| 04/02 | CK Deposit | 425.00 ✓ |
| 04/02 | CK Deposit | 3,175.00 ✓ |
| 04/06 | CK Deposit | 25.00 ✓ |
| 04/10 | AC TCTREASURER 1104 CITYREMIT | 1,543.20 ✓ |
| 04/10 | Funds Transfer via Online | 40,000.00 ✓ |
| 04/10 | CK Deposit | 30.00 ✓ |
| 04/12 | Shellfish transfer | 9,587.17 ✓ |
| 04/13 | CK Deposit | 25.00 ✓ |
| 04/16 | CK Deposit | 1,711.60 ✓ |
| 04/19 | AC WA ST SCC VENDOR PAY | 9,266.98 ✓ |
| 04/20 | CK Deposit | 6,854.16 ✓ |
| 04/25 | AC WA ST SCC VENDOR PAY | 5,629.55 ✓ |
| 04/25 | AC WA ST RCFB VENDOR PAY | 40,451.09 ✓ |
| 04/27 | CK Deposit | 2,927.96 ✓ |
| 04/30 | AC WA ST SCC VENDOR PAY | 6,178.00 ✓ |



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

*****6554

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

| Date | Balance | Date | Balance | Date | Balance | Date | Balance |
|-------|-----------|-------|-----------|-------|-----------|-------|-----------|
| 03/31 | 27,319.73 | 04/02 | 33,522.71 | 04/03 | 33,014.28 | 04/04 | 31,659.83 |
| 04/05 | 25,995.87 | 04/06 | 25,989.46 | 04/09 | 8,272.18 | 04/10 | 49,845.38 |
| 04/11 | 37,699.96 | 04/12 | 40,292.78 | 04/13 | 39,980.98 | 04/16 | 35,324.58 |
| 04/17 | 34,229.18 | 04/19 | 43,496.16 | 04/20 | 49,350.32 | 04/23 | 48,711.65 |
| 04/24 | 34,955.69 | 04/25 | 79,676.59 | 04/26 | 78,697.25 | 04/27 | 72,180.37 |
| 04/30 | 75,998.23 | | | | | | |

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
2918 FERGOUSON ST SW, SUITE A
TUMWATER, WA 98512-6187
360-754-3558

TIMBERLAND BANK
423 WASHINGTON STREET SE
OLYMPIA, WA 98501
3/26/2018

19534
15-7015211

PAY TO THE ORDER OF
Justin Fack-Dickson
One Hundred and 00/100

\$ 100.00
DOLLARS

Justin Fack-Dickson

MEMO: Justin Fack-Dickson

THURSTON CONSERVATION DISTRICT
Richard M. Mearns
Angie K. Smith

VOID 19534 1325170754 490006554

04/02/2018 19534 \$100.00

THURSTON CONSERVATION DISTRICT
2918 FERGOUSON ST SW, SUITE A
TUMWATER, WA 98512-6187
360-754-3558

TIMBERLAND BANK
423 WASHINGTON STREET SE
OLYMPIA, WA 98501
3/26/2018

19536
15-7015211

PAY TO THE ORDER OF
Northwest Meadows, LLC
One Thousand Three Hundred Eighty Eight and 20/100

\$ 1,388.20
DOLLARS

Northwest Meadows, LLC

MEMO: Northwest Meadows, LLC

THURSTON CONSERVATION DISTRICT
Richard M. Mearns
Angie K. Smith

VOID 19536 1325170754 490006554

04/02/2018 19536 \$1,388.20

THURSTON CONSERVATION DISTRICT
2918 FERGOUSON ST SW, SUITE A
TUMWATER, WA 98512-6187
360-754-3558

TIMBERLAND BANK
423 WASHINGTON STREET SE
OLYMPIA, WA 98501
3/26/2018

19551
15-7015211

PAY TO THE ORDER OF
A & L Western Agricultural Laboratories
Four Hundred and 40/100

\$ 402.00
DOLLARS

A & L Western Agricultural Laboratories
1311 Woodland Avenue, Suite #1
Hawthorne, CA 92351

MEMO: A & L Western Agricultural Laboratories

THURSTON CONSERVATION DISTRICT
Richard M. Mearns
Angie K. Smith

VOID 19551 1325170754 490006554

04/09/2018 19551 \$402.00

THURSTON CONSERVATION DISTRICT
2918 FERGOUSON ST SW, SUITE A
TUMWATER, WA 98512-6187
360-754-3558

TIMBERLAND BANK
423 WASHINGTON STREET SE
OLYMPIA, WA 98501
3/26/2018

19552
15-7015211

PAY TO THE ORDER OF
Amy Franks
Four Hundred Ninety Three and 43/100

\$ 493.43
DOLLARS

Amy Franks

MEMO: message, lodging and per diem during travel

THURSTON CONSERVATION DISTRICT
Richard M. Mearns
Angie K. Smith

VOID 19552 1325170754 490006554

04/03/2018 19552 \$493.43

THURSTON CONSERVATION DISTRICT
2918 FERGOUSON ST SW, SUITE A
TUMWATER, WA 98512-6187
360-754-3558

TIMBERLAND BANK
423 WASHINGTON STREET SE
OLYMPIA, WA 98501
3/26/2018

19553
15-7015211

PAY TO THE ORDER OF
Rita Thompson
One Hundred Thirty Nine and 00/100

\$ 139.50
DOLLARS

Rita Thompson
121 Blackhawk Rd
Rockledge, WA 98579

MEMO: insurance expense report

THURSTON CONSERVATION DISTRICT
Richard M. Mearns
Angie K. Smith

VOID 19553 1325170754 490006554

04/05/2018 19553 \$139.50

THURSTON CONSERVATION DISTRICT
2918 FERGOUSON ST SW, SUITE A
TUMWATER, WA 98512-6187
360-754-3558

TIMBERLAND BANK
423 WASHINGTON STREET SE
OLYMPIA, WA 98501
3/26/2018

19554
15-7015211

PAY TO THE ORDER OF
Central Coastal
Three Hundred Seventy Four and 10/100

\$ 374.14
DOLLARS

Central Coastal
2419 Rogers Bay Lane NE
Suite C
Lacey, WA 98550

MEMO: office clearing

THURSTON CONSERVATION DISTRICT
Richard M. Mearns
Angie K. Smith

VOID 19554 1325170754 490006554

04/09/2018 19554 \$374.14

THURSTON CONSERVATION DISTRICT
2918 FERGOUSON ST SW, SUITE A
TUMWATER, WA 98512-6187
360-754-3558

TIMBERLAND BANK
423 WASHINGTON STREET SE
OLYMPIA, WA 98501
3/26/2018

19555
15-7015211

PAY TO THE ORDER OF
Central
Three Hundred Seventy and 80/100

\$ 370.93
DOLLARS

Central
PO Box 34744
Seattle, WA 98124-1744

MEMO: office phone and internet

THURSTON CONSERVATION DISTRICT
Richard M. Mearns
Angie K. Smith

VOID 19555 1325170754 490006554

04/05/2018 19555 \$370.93

THURSTON CONSERVATION DISTRICT
2918 FERGOUSON ST SW, SUITE A
TUMWATER, WA 98512-6187
360-754-3558

TIMBERLAND BANK
423 WASHINGTON STREET SE
OLYMPIA, WA 98501
3/26/2018

19556
15-7015211

PAY TO THE ORDER OF
Culgan Water Co.
Thirty One and 41/100

\$ 31.41
DOLLARS

Culgan Water Co.
25 E 3rd Ave
Spokane, WA 99202-1452

MEMO: water meter rental

THURSTON CONSERVATION DISTRICT
Richard M. Mearns
Angie K. Smith

VOID 19556 1325170754 490006554

04/06/2018 19556 \$31.41

THURSTON CONSERVATION DISTRICT
2918 FERGOUSON ST SW, SUITE A
TUMWATER, WA 98512-6187
360-754-3558

TIMBERLAND BANK
423 WASHINGTON STREET SE
OLYMPIA, WA 98501
3/26/2018

19558
15-7015211

PAY TO THE ORDER OF
Melissa Davis
One Thousand Thirty Three and 50/100

\$ 1,033.86
DOLLARS

Melissa Davis
1404 SW Ave SW
Olympia, WA 98502

MEMO:

THURSTON CONSERVATION DISTRICT
Richard M. Mearns
Angie K. Smith

VOID 19558 1325170754 490006554

04/09/2018 19558 \$1,033.86

THURSTON CONSERVATION DISTRICT
2918 FERGOUSON ST SW, SUITE A
TUMWATER, WA 98512-6187
360-754-3558

TIMBERLAND BANK
423 WASHINGTON STREET SE
OLYMPIA, WA 98501
3/26/2018

19560
15-7015211

PAY TO THE ORDER OF
Olympia School District
Ninety One and 00/100

\$ 91.00
DOLLARS

Olympia School District
1113 Legion Way SE
Olympia, WA 98501

MEMO: sub during water quality testing field trip

THURSTON CONSERVATION DISTRICT
Richard M. Mearns
Angie K. Smith

VOID 19560 1325170754 490006554

04/05/2018 19560 \$91.00

THURSTON CONSERVATION DISTRICT
2918 FERGOUSON ST SW, SUITE A
TUMWATER, WA 98512-6187
360-754-3558

TIMBERLAND BANK
423 WASHINGTON STREET SE
OLYMPIA, WA 98501
3/26/2018

19561
15-7015211

PAY TO THE ORDER OF
Pacific Conservation District
Fifteen and 00/100

\$ 15.00
DOLLARS

Pacific Conservation District
P.O. Box 558
South Bend, WA 98585

MEMO: SW Area mfg fee

THURSTON CONSERVATION DISTRICT
Richard M. Mearns
Angie K. Smith

VOID 19561 1325170754 490006554

04/03/2018 19561 \$15.00

THURSTON CONSERVATION DISTRICT
2918 FERGOUSON ST SW, SUITE A
TUMWATER, WA 98512-6187
360-754-3558

TIMBERLAND BANK
423 WASHINGTON STREET SE
OLYMPIA, WA 98501
3/26/2018

19562
15-7015211

PAY TO THE ORDER OF
Pacific Shellfish Institute
Three Hundred One and 00/100

\$ 301.08
DOLLARS

Pacific Shellfish Institute
120 State Ave NE #12
Olympia, WA 98501

MEMO: shellfish protection district outreach grant

THURSTON CONSERVATION DISTRICT
Richard M. Mearns
Angie K. Smith

VOID 19562 1325170754 490006554

04/04/2018 19562 \$301.08

THURSTON CONSERVATION DISTRICT
2918 FERGUSON ST SW, SUITE A
TUMWATER, WA 98512-4187
360-754-3558

TIMBERLAND BANK
423 WASHINGTON STREET SE
OLYMPIA, WA 98501

19563
3/29/2018

PAY TO THE ORDER OF
Puyallup Sound Energy
\$ 412.77
Four Hundred Twelve and 7/100

Puyallup Sound Energy
Payment Processing Center, 601-61H
PO Box 91269
Bellevue, WA 98009-8769

MEMO gas and electricity

Richard M. Manthey
May Roth
AUTHORIZED SIGNATURE

019563 4325170754 490006554*

04/04/2018 19563 \$412.77

THURSTON CONSERVATION DISTRICT
2918 FERGUSON ST SW, SUITE A
TUMWATER, WA 98512-4187
360-754-3558

TIMBERLAND BANK
423 WASHINGTON STREET SE
OLYMPIA, WA 98501

19564
3/29/2018

PAY TO THE ORDER OF
Rainier School District No. 307
\$ 246.80
Two Hundred Forty Six and 80/100

Rainier School District No. 307
P.O. Box 58
Rainier, WA 98576

MEMO buses and subs for field trips

Richard M. Manthey
May Roth
AUTHORIZED SIGNATURE

019564 4325170754 490006554*

04/13/2018 19564 \$246.80

THURSTON CONSERVATION DISTRICT
2918 FERGUSON ST SW, SUITE A
TUMWATER, WA 98512-4187
360-754-3558

TIMBERLAND BANK
423 WASHINGTON STREET SE
OLYMPIA, WA 98501

19565
3/29/2018

PAY TO THE ORDER OF
Revere Life & Health
\$ 41.64
Forty One and 64/100

Unicap Assurance Company
P.O. Box 1500
Portland, OR 97208-6340

MEMO Life premiums

Richard M. Manthey
May Roth
AUTHORIZED SIGNATURE

019565 4325170754 490006554*

04/05/2018 19565 \$41.64

THURSTON CONSERVATION DISTRICT
2918 FERGUSON ST SW, SUITE A
TUMWATER, WA 98512-4187
360-754-3558

TIMBERLAND BANK
423 WASHINGTON STREET SE
OLYMPIA, WA 98501

19566
3/29/2018

PAY TO THE ORDER OF
Roth USA, Inc.
\$ 184.67
One Hundred Eighty Four and 67/100

Roth USA, Inc.
PO Box 650073
Olathe, MO 66065

MEMO copier rental

Richard M. Manthey
May Roth
AUTHORIZED SIGNATURE

019566 4325170754 490006554*

04/04/2018 19566 \$184.67

THURSTON CONSERVATION DISTRICT
2918 FERGUSON ST SW, SUITE A
TUMWATER, WA 98512-4187
360-754-3558

TIMBERLAND BANK
423 WASHINGTON STREET SE
OLYMPIA, WA 98501

19567
3/29/2018

PAY TO THE ORDER OF
Roth, USA Inc
\$ 455.93
Four Hundred Fifty Five and 93/100

Roth USA Inc
PO Box 31001-0850
Pasadena, CA 91109-0850

MEMO copiers

Richard M. Manthey
May Roth
AUTHORIZED SIGNATURE

019567 4325170754 490006554*

04/04/2018 19567 \$455.93

THURSTON CONSERVATION DISTRICT
2918 FERGUSON ST SW, SUITE A
TUMWATER, WA 98512-4187
360-754-3558

TIMBERLAND BANK
423 WASHINGTON STREET SE
OLYMPIA, WA 98501

19572
3/29/2018

PAY TO THE ORDER OF
WV St Conservation Commission
\$ 1,153.48
One Thousand One Hundred Fifty Three and 48/100

WV St Conservation Commission
P.O. Box 47721
Olympia, WA 98504-7721

MEMO

Richard M. Manthey
May Roth
AUTHORIZED SIGNATURE

019572 4325170754 490006554*

04/09/2018 19572 \$1,153.48

THURSTON CONSERVATION DISTRICT
2918 FERGUSON ST SW, SUITE A
TUMWATER, WA 98512-4187
360-754-3558

TIMBERLAND BANK
423 WASHINGTON STREET SE
OLYMPIA, WA 98501

19573
3/29/2018

PAY TO THE ORDER OF
WA State University Energy Program
\$ 2,134.00
Two Thousand One Hundred Thirty Four and 00/100

WA State University Energy Program
PO Box 43165
808 Plum St SE
Olympia, WA 98504-3165

MEMO

Richard M. Manthey
May Roth
AUTHORIZED SIGNATURE

019573 4325170754 490006554*

04/09/2018 19573 \$2,134.00

THURSTON CONSERVATION DISTRICT
2918 FERGUSON ST SW, SUITE A
TUMWATER, WA 98512-4187
360-754-3558

TIMBERLAND BANK
423 WASHINGTON STREET SE
OLYMPIA, WA 98501

19575
3/29/2018

PAY TO THE ORDER OF
Winlock United Partnership 1
\$ 3,950.00
Three Thousand Nine Hundred Fifty and 00/100

Winlock United Partnership 1
2915 29th Avenue S.W. Suite A
Tumwater, WA 98512

MEMO April

Richard M. Manthey
May Roth
AUTHORIZED SIGNATURE

019575 4325170754 490006554*

04/16/2018 19575 \$3,950.00

THURSTON CONSERVATION DISTRICT
2918 FERGUSON ST SW, SUITE A
TUMWATER, WA 98512-4187
360-754-3558

TIMBERLAND BANK
423 WASHINGTON STREET SE
OLYMPIA, WA 98501

19576
3/14/2018

PAY TO THE ORDER OF
Colonial Supplemental Insurance
\$ 307.68
Three Hundred Seven and 68/100

Colonial Life
Processing Center
PO Box 1395
Columbia, SC 29202-1395

MEMO

Richard M. Manthey
May Roth
AUTHORIZED SIGNATURE

019576 4325170754 490006554*

04/05/2018 19576 \$307.68

THURSTON CONSERVATION DISTRICT
2918 FERGUSON ST SW, SUITE A
TUMWATER, WA 98512-4187
360-754-3558

TIMBERLAND BANK
423 WASHINGTON STREET SE
OLYMPIA, WA 98501

19578
4/22/2018

PAY TO THE ORDER OF
Aquafina Cultural Resources
\$ 2,308.00
Two Thousand Three Hundred Eight and 00/100

Aquafina Cultural Resources
8525 Stony Creek Ln SW
Olympia, WA 98512

MEMO cultural resources

Richard M. Manthey
May Roth
AUTHORIZED SIGNATURE

019578 4325170754 490006554*

04/27/2018 19578 \$2,308.00

THURSTON CONSERVATION DISTRICT
2918 FERGUSON ST SW, SUITE A
TUMWATER, WA 98512-4187
360-754-3558

TIMBERLAND BANK
423 WASHINGTON STREET SE
OLYMPIA, WA 98501

19580
4/12/2018

PAY TO THE ORDER OF
Budd By Promotions
\$ 2,418.00
Two Thousand Four Hundred Eighteen and 00/100

Budd By Promotions
8715 North Way E
Lacey, WA 98516

MEMO banners for FPP grant

Richard M. Manthey
May Roth
AUTHORIZED SIGNATURE

019580 4325170754 490006554*

04/16/2018 19580 \$2,418.00

THURSTON CONSERVATION DISTRICT
2918 FERGUSON ST SW, SUITE A
TUMWATER, WA 98512-4187
360-754-3558

TIMBERLAND BANK
423 WASHINGTON STREET SE
OLYMPIA, WA 98501

19581
4/12/2018

PAY TO THE ORDER OF
Comcast
\$ 370.93
Three Hundred Seventy and 93/100

Comcast
PO Box 34744
Seattle, WA 98124-1744

MEMO office phones and Internet

Richard M. Manthey
May Roth
AUTHORIZED SIGNATURE

019581 4325170754 490006554*

04/30/2018 19581 \$370.93

| | | | | |
|--|-------------------|--|-------|--------------------|
| THURSTON CONSERVATION DISTRICT 2818 FERGOUSON ST SW, SUITE A TUMWATER, WA 98512-4187 360-754-3588 | | TIMBERLAND BANK 423 WASHINGTON STREET SE OLYMPIA, WA 98501 | | 19582 4/12/2018 |
| PAY TO THE ORDER OF | Coligan Water Co. | \$ | 31.41 | |
| MEMO | Water utility | | | |
| 04/25/2018 19582 \$31.41 | | | | |

| | | | | |
|--|--------------|--|--------|--------------------|
| THURSTON CONSERVATION DISTRICT 2818 FERGOUSON ST SW, SUITE A TUMWATER, WA 98512-4187 360-754-3588 | | TIMBERLAND BANK 423 WASHINGTON STREET SE OLYMPIA, WA 98501 | | 19580 4/12/2018 |
| PAY TO THE ORDER OF | Pioneer Fuel | \$ | 116.87 | |
| MEMO | Pioneer Fuel | | | |
| 04/24/2018 19590 \$116.67 | | | | |

| | | | | |
|--|---------|--|--------|--------------------|
| THURSTON CONSERVATION DISTRICT 2818 FERGOUSON ST SW, SUITE A TUMWATER, WA 98512-4187 360-754-3588 | | TIMBERLAND BANK 423 WASHINGTON STREET SE OLYMPIA, WA 98501 | | 19583 4/12/2018 |
| PAY TO THE ORDER OF | Endrite | \$ | 468.00 | |
| MEMO | Endrite | | | |
| 04/24/2018 19583 \$468.00 | | | | |

| | | | | |
|--|--------------------|--|--------|--------------------|
| THURSTON CONSERVATION DISTRICT 2818 FERGOUSON ST SW, SUITE A TUMWATER, WA 98512-4187 360-754-3588 | | TIMBERLAND BANK 423 WASHINGTON STREET SE OLYMPIA, WA 98501 | | 19591 4/12/2018 |
| PAY TO THE ORDER OF | Puget Sound Energy | \$ | 375.99 | |
| MEMO | Puget Sound Energy | | | |
| 04/25/2018 19591 \$375.99 | | | | |

| | | | | |
|--|------------------------|--|--------|--------------------|
| THURSTON CONSERVATION DISTRICT 2818 FERGOUSON ST SW, SUITE A TUMWATER, WA 98512-4187 360-754-3588 | | TIMBERLAND BANK 423 WASHINGTON STREET SE OLYMPIA, WA 98501 | | 19584 4/12/2018 |
| PAY TO THE ORDER OF | Lacey Community Center | \$ | 146.45 | |
| MEMO | Lacey Community Center | | | |
| 04/25/2018 19584 \$146.45 | | | | |

| | | | | |
|--|----------------------|--|-------|--------------------|
| THURSTON CONSERVATION DISTRICT 2818 FERGOUSON ST SW, SUITE A TUMWATER, WA 98512-4187 360-754-3588 | | TIMBERLAND BANK 423 WASHINGTON STREET SE OLYMPIA, WA 98501 | | 19593 4/12/2018 |
| PAY TO THE ORDER OF | Repsco Life & Health | \$ | 29.34 | |
| MEMO | Repsco Life & Health | | | |
| 04/26/2018 19593 \$29.34 | | | | |

| | | | | |
|--|------------|--|--------|--------------------|
| THURSTON CONSERVATION DISTRICT 2818 FERGOUSON ST SW, SUITE A TUMWATER, WA 98512-4187 360-754-3588 | | TIMBERLAND BANK 423 WASHINGTON STREET SE OLYMPIA, WA 98501 | | 19586 4/12/2018 |
| PAY TO THE ORDER OF | OfficeTeam | \$ | 800.00 | |
| MEMO | OfficeTeam | | | |
| 04/26/2018 19586 \$800.00 | | | | |

| | | | | |
|--|-----------------|--|--------|--------------------|
| THURSTON CONSERVATION DISTRICT 2818 FERGOUSON ST SW, SUITE A TUMWATER, WA 98512-4187 360-754-3588 | | TIMBERLAND BANK 423 WASHINGTON STREET SE OLYMPIA, WA 98501 | | 19594 4/12/2018 |
| PAY TO THE ORDER OF | Reich USA, Inc. | \$ | 184.67 | |
| MEMO | Reich USA, Inc. | | | |
| 04/25/2018 19594 \$184.67 | | | | |

| | | | | |
|--|------------|--|-------|--------------------|
| THURSTON CONSERVATION DISTRICT 2818 FERGOUSON ST SW, SUITE A TUMWATER, WA 98512-4187 360-754-3588 | | TIMBERLAND BANK 423 WASHINGTON STREET SE OLYMPIA, WA 98501 | | 19588 4/12/2018 |
| PAY TO THE ORDER OF | Purd Devle | \$ | 45.40 | |
| MEMO | Purd Devle | | | |
| 04/17/2018 19588 \$45.40 | | | | |

| | | | | |
|--|-----------------|--|--------|--------------------|
| THURSTON CONSERVATION DISTRICT 2818 FERGOUSON ST SW, SUITE A TUMWATER, WA 98512-4187 360-754-3588 | | TIMBERLAND BANK 423 WASHINGTON STREET SE OLYMPIA, WA 98501 | | 19595 4/12/2018 |
| PAY TO THE ORDER OF | Reich USA, Inc. | \$ | 621.22 | |
| MEMO | Reich USA, Inc. | | | |
| 04/25/2018 19595 \$621.22 | | | | |

| | | | | |
|--|-------------------------------|--|-------|--------------------|
| THURSTON CONSERVATION DISTRICT 2818 FERGOUSON ST SW, SUITE A TUMWATER, WA 98512-4187 360-754-3588 | | TIMBERLAND BANK 423 WASHINGTON STREET SE OLYMPIA, WA 98501 | | 19589 4/12/2018 |
| PAY TO THE ORDER OF | Pioneer Fire & Security, Inc. | \$ | 72.00 | |
| MEMO | Pioneer Fire & Security, Inc. | | | |
| 04/24/2018 19589 \$72.00 | | | | |

| | | | | |
|--|---|--|--------|--------------------|
| THURSTON CONSERVATION DISTRICT 2818 FERGOUSON ST SW, SUITE A TUMWATER, WA 98512-4187 360-754-3588 | | TIMBERLAND BANK 423 WASHINGTON STREET SE OLYMPIA, WA 98501 | | 19596 4/12/2018 |
| PAY TO THE ORDER OF | South of the Sound Community Fairland Tru | \$ | 150.00 | |
| MEMO | South of the Sound Community Fairland Tru | | | |
| 04/26/2018 19596 \$150.00 | | | | |

| | | | |
|--|--|---|----------------------------|
| THURSTON CONSERVATION DISTRICT 2018 FERDINAND ST. BOX A TUMWATER, WA 98562-8197 360-394-3258 | | THURSTON BANK 425 WASHINGTON STREET SE OLYMPIA, WA 98501 617/0218 | 19597 16-2873211 |
| PAY TO THE ORDER OF Get Outside Olympia | | \$ 1,050.00 | |
| One Thousand Fifty and 00/100 | | DOLLARS | |
| Get Outside Olympia | | THURSTON CONSERVATION DISTRICT | |
| MEMO: Praries and pollutions prevention | | <i>Richard M. Hansen</i> AUTHORIZED SIGNATURE | |
| ⑈019597⑈ ⑆325170754⑆ 490006554⑆ | | | |

04/17/2018 19597 \$1,050.00

9:11 AM

05/23/18

Thurston Conservation District
Reconciliation Detail
Wells Fargo, Period Ending 04/15/2018

| Type | Date | Num | Name | Clr | Amount | Balance |
|---|------------|----------|------------------------|-----|-----------|-----------|
| Beginning Balance | | | | | | 1,966.50 |
| Cleared Transactions | | | | | | |
| Charges and Cash Advances - 26 items | | | | | | |
| Credit Card Charge | 03/16/2018 | | Haggen | X | -11.97 | -11.97 |
| Credit Card Charge | 03/18/2018 | 80279... | First Student Charter | X | -731.75 | -743.72 |
| Credit Card Charge | 03/20/2018 | 80275... | First Student Charter | X | -760.75 | -1,504.47 |
| Credit Card Charge | 03/20/2018 | 80275... | First Student Charter | X | -730.50 | -2,234.97 |
| Credit Card Charge | 03/22/2018 | | US Postal Service | X | -33.50 | -2,268.47 |
| Credit Card Charge | 03/27/2018 | | Haggen | X | -4.11 | -2,272.58 |
| Credit Card Charge | 04/05/2018 | | Ace Hardware | X | -35.64 | -2,308.22 |
| Credit Card Charge | 04/08/2018 | 19799... | Custom Ink | X | -424.30 | -2,732.52 |
| Credit Card Charge | 04/10/2018 | Nr8CY... | New Mexico DMV | X | -9.99 | -2,742.51 |
| Credit Card Charge | 04/12/2018 | | Cash & Carry | X | -40.13 | -2,782.64 |
| Credit Card Charge | 04/13/2018 | | Lattin's Country Cider | X | -36.00 | -2,818.64 |
| Credit Card Charge | 04/15/2018 | | Wells Fargo | X | -32.04 | -2,850.68 |
| Credit Card Charge | 04/24/2018 | 7805 | Airbnb | X | -120.72 | -2,971.40 |
| Credit Card Charge | 04/24/2018 | 8268 | Office Depot | X | -32.66 | -3,004.06 |
| Credit Card Charge | 04/24/2018 | 7807 | UPS | X | -15.52 | -3,019.58 |
| Credit Card Charge | 04/24/2018 | 8213 | UPS | X | -15.20 | -3,034.78 |
| Credit Card Charge | 04/24/2018 | 8226 | 7th Pike Garage | X | -15.00 | -3,049.78 |
| Credit Card Charge | 04/24/2018 | 8226 | Diamond Parking | X | -14.71 | -3,064.49 |
| Credit Card Charge | 04/24/2018 | 8202 | UPS | X | -13.48 | -3,077.97 |
| Credit Card Charge | 04/24/2018 | 8226 | Diamond Parking | X | -12.26 | -3,090.23 |
| Credit Card Charge | 05/07/2018 | 88883... | T Sheets | X | -65.00 | -3,155.23 |
| Credit Card Charge | 05/15/2018 | 8200 | UPS | X | -10.91 | -3,166.14 |
| Credit Card Charge | 05/15/2018 | 8287 | City of Olympia | X | -0.85 | -3,166.99 |
| Credit Card Charge | 05/22/2018 | 8270 | Wagners European ... | X | -27.35 | -3,194.34 |
| Credit Card Charge | 05/22/2018 | 8329 | GA Parking | X | -16.00 | -3,210.34 |
| Credit Card Charge | 05/22/2018 | 8329 | georgetown parking | X | -3.00 | -3,213.34 |
| Total Charges and Cash Advances | | | | | -3,213.34 | -3,213.34 |
| Payments and Credits - 1 item | | | | | | |
| Check | 03/20/2018 | EFT | Wells Fargo | X | 1,000.00 | 1,000.00 |
| Total Cleared Transactions | | | | | -2,213.34 | -2,213.34 |
| Cleared Balance | | | | | 2,213.34 | 4,179.84 |
| Uncleared Transactions | | | | | | |
| Charges and Cash Advances - 53 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 | 8003 | Dispute Resolution ... | | -30.00 | -1,621.52 |
| Credit Card Charge | 10/27/2017 | 7959 | Facebook | | -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 | 7993 | Dispute Resolution ... | | -30.00 | -1,800.32 |
| Credit Card Charge | 10/31/2017 | 8016 | Dispute Resolution ... | | -30.00 | -1,830.32 |
| Credit Card Charge | 10/31/2017 | 8044 | 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 |
| 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 |

9:11 AM

05/23/18

Thurston Conservation District
Reconciliation Detail
Wells Fargo, Period Ending 04/15/2018

| Type | Date | Num | Name | Clr | Amount | Balance |
|--|------------|----------|------------------------|-----|-----------|-----------|
| 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 | 8074 | Staples | | -170.64 | -5,130.70 |
| Credit Card Charge | 12/08/2017 | 8089 | Facebook | | -10.00 | -5,140.70 |
| Credit Card Charge | 12/31/2017 | | UPS | | -19.71 | -5,160.41 |
| Credit Card Charge | 01/10/2018 | | | | -94.88 | -5,255.29 |
| Credit Card Charge | 03/13/2018 | 8146 | Caspio Inc | | -59.00 | -5,314.29 |
| Credit Card Charge | 03/13/2018 | 8156 | REI | | -16.27 | -5,330.56 |
| Credit Card Charge | 03/21/2018 | 8075 | Crains Office Supply | | -442.39 | -5,772.95 |
| Credit Card Charge | 03/21/2018 | 8076 | Crains Office Supply | | -140.80 | -5,913.75 |
| Credit Card Charge | 03/21/2018 | | T Sheets | | -80.00 | -5,993.75 |
| Credit Card Charge | 03/21/2018 | 8091 | Chevron | | -68.04 | -6,061.79 |
| Credit Card Charge | 03/21/2018 | 7964 | Orca Books | | -36.88 | -6,098.67 |
| Credit Card Charge | 03/21/2018 | 8069 | Washington State F... | | -8.35 | -6,107.02 |
| Credit Card Charge | 03/21/2018 | 8069 | Port of Kingston | | -5.00 | -6,112.02 |
| Total Charges and Cash Advances | | | | | -6,112.02 | -6,112.02 |
| Payments and Credits - 4 items | | | | | | |
| Credit Card Charge | 12/31/2017 | | Natural Rain | | 0.00 | 0.00 |
| Credit Card Charge | 12/31/2017 | | Natural Rain | | 0.00 | 0.00 |
| Bill | 01/15/2018 | | Wells Fargo | | 7,347.80 | 7,347.80 |
| Bill | 02/13/2018 | | Wells Fargo | | 706.37 | 8,054.17 |
| Total Uncleared Transactions | | | | | 1,942.15 | 1,942.15 |
| Register Balance as of 04/15/2018 | | | | | 271.19 | 2,237.69 |
| New Transactions | | | | | | |
| Charges and Cash Advances - 3 items | | | | | | |
| Credit Card Charge | 05/01/2018 | | Staples | | -37.86 | -37.86 |
| Credit Card Charge | 05/03/2018 | 12812... | United Concordia In... | | -595.83 | -633.69 |
| Credit Card Charge | 05/03/2018 | 12941... | United Concordia In... | | -551.86 | -1,185.55 |
| Total Charges and Cash Advances | | | | | -1,185.55 | -1,185.55 |
| Total New Transactions | | | | | -1,185.55 | -1,185.55 |
| Ending Balance | | | | | 1,456.74 | 3,423.24 |

Thurston Conservation District
Schedule 22 - Audit Assessment Questionnaire (unaudited)
For Fiscal Year ended December 31, 2017

| Reference | # | Question | Answer | Explanation |
|-----------|---|----------|--------|-------------|
|-----------|---|----------|--------|-------------|

INSTRUCTIONS FOR PREPARER

The term "entity" as used in this Schedule 22 refers to the local government completing this Schedule 22. The term "governing body" is used in this Schedule 22 to describe the elected or appointed governing board of your entity. If the government preparing this questionnaire did not have any revenue activity during the year, please click the "Help" button to request more information about completing this Schedule 22.

For **guidance** to these questions, please refer to the document at, <http://www.sao.wa.gov/local/Pages/BARSReportingTemplates.aspx>.

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

FINANCIAL ACTIVITY MONITORING

- | | | |
|---|--|--------------------|
| 1 | Is a reconciliation of the government's bank accounts (including accounts with the County Treasurer) to the general ledger/books performed? This would include a reconciliation of both ending cash and investment balances as well as total activity in the bank accounts to the general ledger/books (for total revenues, expenditures, and balances). | Yes |
| 2 | Identify the personnel in charge of performing the reconciliation function and, if applicable, the personnel in charge of reviewing and monitoring the reconciliation function. | District Treasurer |

Note: The job position will be sufficient for the identification purpose.

| Reference | Question | Answer | Explanation |
|--|--|--------------------|---|
| 3 | Journal Entries Process - Identify the personnel in charge of posting journal entries into the government's general ledger and, if applicable, the personnel in charge of reviewing and monitoring the journal entries being posted, both during the year and at year-end. The job position/title will be sufficient for the identification purpose. | District Treasurer | |
| <p>Note: Some local governments do not perform journal entries to adjust its ledger. In those cases, this question can be answered "not applicable."</p> | | | |
| 4 | Has there been any change in the process or procedure for the preparation of financial statements, including posting year-end journal entries? If yes, please identify the significant changes that occurred. | No | |
| PERMANENT FILES | | | |
| 5 | Does the government have any changes in significant accounting estimates that have been used that are material to the financial statements? For example: compensated absence liabilities disclosed in the notes, any GASB 68 liabilities, etc. | No | |
| 6 | Has the government had any changes (additions or dispositions) of component units, joint ventures, etc. in the reporting year? If yes, please identify the addition or disposition. | No | |
| 7 | Has the entity contracted out for or recently re-assumed responsibility for any major function the government provides? | No | |
| 8 | Does the government use the <i>Budgeting, Accounting and Reporting System (BARS)</i> Chart of Accounts for its internal accounting systems? | Yes | |
| 9 | Is this the most current BARS chart of accounts? | Yes | |
| 10 | Does the government use any key software applications (for example, for general ledger, cash receipting, payroll, tax assessments, etc.)? If yes, please list the application and its function in the text box provided. | Yes | QuickBooks - used for all accounting functions. |

| Reference | # | Question | Answer | Explanation |
|-----------|---|----------|--------|-------------|
|-----------|---|----------|--------|-------------|

| | | | |
|----|---|----|--|
| 11 | Have there been any changes to the key accounting software from last year? For example: significant updates, changes in providers, etc. | No | |
|----|---|----|--|

MATERIAL COMPLIANCE REQUIREMENT

| | | | |
|----|---|----|--|
| 12 | Does the government have any licensing, regulatory, contracting or granting oversight agencies, or any interlocal agreements, with the ability to impose material penalties or otherwise play a fundamental role in the entity's operations or ability to continue business if not complied with? | No | |
|----|---|----|--|

| | | | |
|----|---|----|--|
| 13 | Is the government currently involved in any lawsuits? | No | |
|----|---|----|--|

REVENUES AND EXPENDITURES

| | | | |
|----|--|----|--|
| 14 | Did the Entity receive any non-SAO audits during the year? | No | |
|----|--|----|--|

| | | | |
|----|---|----|--|
| 15 | Does the Entity use a 3rd party vendor to bill or receipt funds? If yes, please list the vendor used and its purpose. | No | |
|----|---|----|--|

| | | | |
|----|---|-----|--|
| 16 | Cash Receipting - Does the government have any written policies and procedures related to cash receipting? This includes procedures for ensuring that funds received are recorded on a pre-printed, pre-number receipt book wherein the mode of payment is noted (as either cash, check, EFT, etc.) and that funds received are deposited within 24 or receipt? | Yes | |
|----|---|-----|--|

| | | | |
|----|---|-----|--|
| 17 | Petty Cash - Does the government use any petty cash or imprest funds? | Yes | The District has a petty cash account. |
|----|---|-----|--|

| | | | |
|----|--|-----|--|
| 18 | Are all petty cash and imprest accounts reconciled to the authorized balance (established by a resolution) by someone other than a custodian at least monthly? | Yes | |
|----|--|-----|--|

| | | | |
|----|--|-----|-------------------------------------|
| 19 | Credit cards - Does the government have any debit/credit cards or charge accounts? | Yes | The District utilizes credit cards. |
|----|--|-----|-------------------------------------|

| | | | |
|----|---|----|--|
| 20 | How many physical cards does the government have? | 10 | |
|----|---|----|--|

| | | | |
|----|--|---|--|
| 21 | How many open accounts does the government have? | 1 | |
|----|--|---|--|

| Reference | # | Question | Answer | Explanation |
|-----------|----|--|--------|-------------|
| | 22 | Does the government have written policies and procedures for appropriate use of credit/procurement cards and charge account purchases? | Yes | |

23 Payroll – Does the entity directly employ any staff? Yes

SAFEGUARDING OF ASSETS

24 Safeguarding Capital Assets – Does the government have an asset management policy that defines the entity's capitalization threshold and protects assets susceptible to theft (including defining small and attractive assets)? Yes

25 Does the entity have a process to proactively identify, assess and respond to risks. This process could be formal (structured, scheduled, and documented), informal (unstructured, undocumented, and/or unscheduled), or can be done on the fly or as needed (ad hoc - relying on individuals to react and identify risk as it appears). Ad Hoc

CONSERVATION DISTRICT SPECIFIC QUESTIONS

Best Practice 49 Does the entity have an adopted policy manual that covers the entity's operations? Yes

Advised 50 Has the Board reviewed RCW 89.08, sec. 210 and 220, since the last Schedule 22 was completed? Yes

RCW 89.08.341 51 Does the District have current written agreements with all Conservation Partners where resources are exchanged and have they been reviewed in the last 12 months? Yes

RCW 4.96.020 52 Has the District established a claims agent with the County Auditor? Yes

Advised 53 Have all new supervisors taken advantage of training offered by the Conservation Commission? Yes

L&I 54 Were quarterly payments filed with the Department of Labor and Industries and match payroll records? Yes

| Reference | Question | Answer | Explanation |
|---|---|----------------------|--|
| ESD | 55 Was unemployment insurance paid for all employees to Employment Security Dept. and payments match payroll records? | Yes | |
| Advised | 56 Does the District have the required posters as shown on the list on the Labor and Industries website? | Yes | |
| IRS | 57 Were payments made to Social Security/Medicare or to a qualified retirement plan and match payroll records? | Yes | |
| IRS | 58 Were employer share and withheld payroll taxes remitted to the Internal Revenue Service and match payroll records? | Yes | |
| Best Practice | 59 Is sales tax listed on a separate line on receipts? | Yes | |
| BARS | 60 If sales tax was collected, was it remitted to the State Department of Revenue? | Yes | |
| REQUIRED ATTACHMENTS (see instructions for required details) | | | |
| Informational | 61 Meeting Minutes - Attach the meeting minutes and resolutions for all governing body meetings held during the last year. | See Web Page | www.thurstoncd.com |
| Informational | 62 Revenue Summary - Attach a copy of the year-end County Treasurer's report that show the total receipts for the year by revenue source. Government's who do not use a County Treasurer should mark "N/A." | County not treasurer | The County is not our treasurer. |
| Informational | 63 Detailed Expenditure List - Attach warrant registers, payroll registers, check registers and/or petty cash log detailing all expenditures made during the year. This includes those expenditures paid by the County on a government's behalf due to Treasurer responsibilities. | Attached | Attachments expenditure list sch 22 #63.xlsx |

| Reference | Question | Answer | Explanation |
|----------------------|----------|--|---|
| <i>Informational</i> | 64 | Cash Receipting Policy - Attach a detailed description of the entity's invoicing, cash and check receiving and deposit process. The description should include name of positions completing tasks in the process and all reconciliations and reviews performed. Include a copy of your written Cash and Check Receipting Policy or procedure if you have one. This request applies to all districts that invoice for a service (including third party billing services) or receive funds other than at the county treasurer (including charges for services or goods, fees, donations, grants, etc.). | Attachments revenue receipting policy.docx |
| <i>Informational</i> | 65 | Elected Official List - Attach a listing of the names of all governing body members present during the year, and include any business interest a governing body member or his/her household members hold. Please avoid sending Board-member/employees/volunteers SSI numbers or other personal information such as addresses, date of birth, etc. | Attachments Elected Official List Sch 22 #65.xlsx |
| <i>Informational</i> | 66 | Rates and Fees - Attach rate and fee schedule in effect during the fiscal year and any related billing or fee policy. | Attachments Fee Schedule - Sch 22 #66.xlsx |
| <i>Preparer</i> | 67 | Local Government Contact Information for Preparer: Name: Telephone number: E-mail address: | Amy Franks 360-754-3588 ext 120 accounting@thurstoncd.com |

Powers and duties of supervisors.

The supervisors may employ a secretary, treasurer, technical experts, and such other officers, agents, and employees, permanent and temporary, as they may require, and determine their qualifications, duties, and compensation. It may call upon the attorney general for legal services, or may employ its own counsel and legal staff. The supervisors may delegate to their chair, to one or more supervisors, or to one or more agents or employees such powers and duties as it deems proper. The supervisors shall furnish to the commission, upon request, copies of such internal rules, regulations, orders, contracts, forms, and other documents as they shall adopt or employ, and such other information concerning their activities as the commission may require in the performance of its duties under chapter 184, Laws of 1973 1st ex. sess. The supervisors shall provide for the execution of surety bonds for officers and all employees who shall be entrusted with funds or property.

The supervisors shall provide for the keeping of a full and accurate record of all proceedings, resolutions, regulations, and orders issued or adopted. The supervisors shall provide for an annual audit of the accounts of receipts and disbursements in accordance with procedures prescribed by regulations of the commission.

The board may invite the legislative body of any municipality or county near or within the district, to designate a representative to advise and consult with it on all questions of program and policy which may affect the property, water supply, or other interests of such municipality or county. The governing body of a district shall appoint such advisory committees as may be needed to assure the availability of appropriate channels of communication to the board of supervisors, to persons affected by district operations, and to local, regional, state and interstate special-purpose districts and agencies responsible for community planning, zoning, or other resource development activities. The district shall keep such committees informed of its work, and such advisory committees shall submit recommendations from time to time to the board of supervisors.

[2013 c 23 § 551; 2000 c 45 § 1; 1973 1st ex.s. c 184 § 22; 1955 c 304 § 22. Prior: 1949 c 106 § 2, part; 1939 c 187 § 7, part; Rem. Supp. 1949 § 10726-7, part.]

Corporate status and powers of district.

A conservation district organized under the provisions of chapter 184, Laws of 1973 1st ex. sess. shall constitute a governmental subdivision of this state, and a public body corporate and politic exercising public powers, but shall not levy taxes or issue bonds and such district, and the supervisors thereof, shall have the following powers, in addition to others granted in other sections of chapter 184, Laws of 1973 1st ex. sess.:

(1) To conduct surveys, investigations, and research relating to the conservation of renewable natural resources and the preventive and control measures and works of improvement needed, to publish the results of such surveys, investigations, or research, and to disseminate information concerning such preventive and control measures and works of improvement;

PROVIDED, That in order to avoid duplication of research activities, no district shall initiate any research program except in cooperation with the government of this state or any of its agencies, or with the United States or any of its agencies;

(2) To conduct educational and demonstrational projects on any lands within the district upon obtaining the consent of the occupier of such lands and such necessary rights or interests in such lands as may be required in order to demonstrate by example the means, methods, measures, and works of improvement by which the conservation of renewable natural resources may be carried out;

(3) To carry out preventative and control measures and works of improvement for the conservation of renewable natural resources, within the district including, but not limited to, engineering operations, methods of cultivation, the growing of vegetation, changes in use of lands, and the measures listed in RCW 89.08.010, on any lands within the district upon obtaining the consent of the occupier of such lands and such necessary rights or interests in such lands as may be required;

(4) To cooperate or enter into agreements with, and within the limits of appropriations duly made available to it by law, to furnish financial or other aid to any agency, governmental or otherwise, or any occupier of lands within the district in the carrying on of preventive and control measures and works of improvement for the conservation of renewable natural resources within the district, subject to such conditions as the supervisors may deem necessary to advance the purposes of chapter 184, Laws of 1973 1st ex. sess. For purposes of this subsection only, land occupiers who are also district supervisors are not subject to the provisions of RCW 42.23.030;

(5) To obtain options upon and to acquire in any manner, except by condemnation, by purchase, exchange, lease, gift, bequest, devise, or otherwise, any property, real or personal, or rights or interests therein; to maintain, administer, and improve any properties acquired, to receive income from such properties and to expend such income in carrying out the purposes and provisions of chapter 184, Laws of 1973 1st ex. sess.; and to sell, lease, or otherwise dispose of any of its property or interests therein in furtherance of the purposes and the provisions of chapter 184, Laws of 1973 1st ex. sess.;

(6) To make available, on such terms, as it shall prescribe, to land occupiers within the district, agricultural and engineering machinery and equipment, fertilizer, seeds, seedlings, and such other equipment and material as will assist them to carry on operations upon their lands for the conservation of renewable natural resources;

(7) To prepare and keep current a comprehensive long-range program recommending the conservation of all the renewable natural resources of the district. Such programs shall be directed toward the best use of renewable natural resources and in a manner that will best meet the needs of the district and the state, taking into consideration, where appropriate, such uses as farming, grazing, timber supply, forest, parks, outdoor recreation, potable water supplies for urban and rural areas, water for agriculture, minimal flow, and industrial uses, watershed stabilization, control of soil erosion, retardation of water runoff, flood prevention and control, reservoirs and other water storage, restriction of developments of floodplains, protection of open space and scenery, preservation of natural beauty, protection of fish and wildlife, preservation of wilderness areas and wild rivers, the prevention or reduction of sedimentation and other pollution in rivers and other waters, and such location of highways, schools, housing developments, industries, airports and other facilities and structures as will fit the needs of the state and be consistent with the best uses of the renewable natural resources of the state. The program shall include an inventory of all renewable natural resources in the district, a compilation of current resource needs, projections of future resource requirements, priorities for various resource activities, projected timetables, descriptions of available alternatives, and provisions for coordination with other resource programs.

The district shall also prepare an annual work plan, which shall describe the action programs, services, facilities, materials, working arrangements and estimated funds needed to carry out the parts of the long-range programs that are of the highest priorities.

The districts shall hold public hearings at appropriate times in connection with the preparation of programs and plans, shall give careful consideration to the views expressed and problems revealed in hearings, and shall keep the public informed concerning their programs, plans, and activities. Occupiers of land shall be invited to submit proposals for consideration to such hearings. The districts may supplement such hearings with meetings, referenda and other suitable means to determine the wishes of interested parties and the general public in regard to current and proposed plans and programs of a district. They shall confer with public and private agencies, individually and in groups, to give and obtain information and understanding of the impact of district operations upon agriculture, forestry, water supply and quality, flood control, particular industries, commercial concerns and other public and private interests, both rural and urban.

Each district shall submit to the commission its proposed long-range program and annual work plans for review and comment.

The long-range renewable natural resource program, together with the supplemental annual work plans, developed by each district under the foregoing procedures shall have official status as the authorized program of the district, and it shall be published by the districts as its "renewable resources program". Copies shall be made available by the districts to the appropriate counties,

municipalities, special purpose districts and state agencies, and shall be made available in convenient places for examination by public land occupier or private interest concerned. Summaries of the program and selected material therefrom shall be distributed as widely as feasible for public information;

(8) To administer any project or program concerned with the conservation of renewable natural resources located within its boundaries undertaken by any federal, state, or other public agency by entering into a contract or other appropriate administrative arrangement with any agency administering such project or program;

(9) Cooperate with other districts organized under chapter 184, Laws of 1973 1st ex. sess. in the exercise of any of its powers;

(10) To accept donations, gifts, and contributions in money, services, materials, or otherwise, from the United States or any of its agencies, from this state or any of its agencies, or from any other source, and to use or expend such moneys, services, materials, or any contributions in carrying out the purposes of chapter 184, Laws 1973 1st ex. sess.;

(11) To sue and be sued in the name of the district; to have a seal which shall be judicially noticed; have perpetual succession unless terminated as hereinafter provided; to make and execute contracts and other instruments, necessary or convenient to the exercise of its powers; to borrow money and to pledge, mortgage and assign the income of the district and its real or personal property therefor; and to make, amend rules and regulations not inconsistent with chapter 184, Laws of 1973 1st ex. sess. and to carry into effect its purposes;

(12) Any two or more districts may engage in joint activities by agreement between or among them in planning, financing, constructing, operating, maintaining, and administering any program or project concerned with the conservation of renewable natural resources. The districts concerned may make available for purposes of the agreement any funds, property, personnel, equipment, or services available to them under chapter 184, Laws of 1973 1st ex. sess.;

Any district may enter into such agreements with a district or districts in adjoining states to carry out such purposes if the law in such other states permits the districts in such states to enter into such agreements.

The commission shall have authority to propose, guide, and facilitate the establishment and carrying out of any such agreement;

(13) Every district shall, through public hearings, annual meetings, publications, or other means, keep the general public, agencies and occupiers of land within the district, informed of the works and activities planned and administered by the district, of the purposes these will serve, of the income and expenditures of the district, of the funds borrowed by the district and the purposes for which such funds are expended, and of the results achieved annually by the district; and

(14) The supervisors of conservation districts may designate an area, state, and national association of conservation districts as a coordinating agency in the execution of the duties imposed by this chapter, and to make gifts in the form of dues, quotas, or otherwise to such associations for costs of services rendered, and may support and attend such meetings as may be required to promote and perfect the organization and to effect its purposes.

[1999 c 305 § 8; 1973 1st ex.s. c 184 § 23; 1963 c 110 § 1; 1961 c 240 § 13; 1955 c 304 § 23. Prior: (i) 1939 c 187 § 8; RRS § 10726-8. (ii) 1939 c 187 § 13; RRS § 10726-13.]

6.1.8 Revenue Receipting Policy

Effective: May 2, 2016

Last Update: (new policy)

The District receives monetary payments regularly in the form of grant reimbursements, assessment deposits, payment for services such as soil tests, equipment rentals, and various accounts receivable. The district receives cash, check and electronic payments. Credit or debit payments are received only during the annual plant sale. The accounting for these revenue types shall be as follows:

1. **Cash:** Cash is received primarily in person at the front desk for soil tests and equipment rentals. The administrative assistant is the primary staff person who receives cash, but in his or her absence any staff person will accept cash. The customer is to be written a receipt from the pre-printed receipt book kept at the front desk. A copy of the receipt is given to the Executive Director, along with the cash, and the cash and the supporting receipt copy are kept in the District safe in the petty cash box. If the Executive Director is not in the office, there are three other managers who have access to the safe. At the end of each month, the petty cash register is reconciled by the Executive Director and again by the District Treasurer. The District Treasurer then records the transactions in the accounting software.
2. **Checks:** Checks are received in person and by US mail for voucher payments, rental payments and various accounts receivable. The administrative assistant is the primary staff person who receives checks at the front desk and is responsible for opening the mail, but other staff can perform these duties in his or her absence. Checks are photo copied, originals are given to the Executive Director to secure in the safe until they are taken to the bank. Copies of checks are given to the District Treasurer for recording in the accounting software. Check information is also recorded in the Check Register at the front desk. Check number, date, payor, receipt #, if applicable, and memo are recorded in this binder.
3. **Electronic payments:** Most grant reimbursements are paid to the district by electronic check. These funds are deposited directly into the District checking account. The District Treasurer and typically the grant manager will receive an email when a deposit has been made. The District Treasurer records the deposit into the accounting software.
4. **Credit and Debit card payments:** Credit and debit card payments are only received during the annual plant sale. Purchases can be made on the District website during the pre-order period using credit and debit cards. Credit and debit are also accepted at the plant sale festival day using PayPal. Here remote payment devices linked to District iPads. All credit and debit payments are automatically deposited into the Districts PayPal account.

Elected Official List

2017

Thurston Conservation District Board of Supervisors

| | | <u>Business Interests</u> |
|---------------------|------------|----------------------------------|
| Doug Rushton | 2017 | none |
| Eric Johnson | 2017 | Johnson Dairy Farm |
| Aslan Meade | Jan - July | none |
| Samantha Fleischner | 2017 | none |
| Richard Mankamyer | 2017 | none |
| Linda Powell | Nov - Dec | none |

Thurston Conservation District
Fee Schedule

As of October 1, 2015
Tumwater Sales Tax
8.9% Sales tax included in all prices

| | Total Transaction Amount | Sales Tax |
|---|--------------------------|-----------|
| Weed wrench, hand tools rental | \$5.00 | \$0.41 |
| Backpack sprayer rental | \$10.00 | \$0.82 |
| Poultry processor, lime spreader and spin spreader rental | \$20.00 | \$1.63 |
| Soil Test - Primary | \$25.00 | \$2.04 |
| Manure spreader rental | \$30.00 | \$2.45 |
| Soil Test - Advanced | \$48.00 | \$3.92 |

GUIDANCE FOR INDIVIDUAL QUESTIONS

Definitions:

Entity: The term “entity” predominantly refers to the local government entity completing this annual report and Schedule 22.

Governing Body: The term as used in the Schedule 22 refers to the elected or appointed body which governs the entity completing this annual report and Schedule 22.

Best Practices: The processes, practices, and systems identified in public and private organizations that performed exceptionally well and are widely recognized as improving an organization's performance and efficiency in specific areas. Successfully identifying and applying best practices can reduce business expenses and improve organizational efficiency (GAO). The best practices outlined in this schedule are not to be confused with required practices or compliance requirements.

Disclaimer: This guidance is prepared for all local governments; some questions might not directly align with your government's purpose and operations.

FINANCIAL ACTIVITY MONITORING

1. Is a reconciliation of the government's bank accounts (including accounts with the County Treasurer) to the general ledger/books performed? This would include a reconciliation of both ending cash and investment balances as well as total activity in the bank accounts to the general ledger/books (for total revenues, expenditures, and balances).

Reconciliation is a control function of agreeing financial activity with an entity's records and documents. The reconciliation process ensures that funds expended and received are properly accounted for and tracked by management of a local government.

The board should be reviewing monthly financial treasurer reports and its reconciliation. These reports need to be reviewed at least monthly by the board for accuracy and approved by the board and noted in the board meeting minutes.

2. Identify the personnel in charge of performing the reconciliation function and, if applicable, the personnel in charge of reviewing and monitoring the reconciliation function.

If possible, reconciliations should be performed by someone who does not have authority and responsibility over the disbursement (writing checks, preparing vouchers and making electronics fund transfers) and receipting (authority and custody) of funds by the local government.

3. **Journal Entries Process** - Identify the personnel in charge of posting journal entries into the government's general ledger and, if applicable, the personnel in charge of reviewing and monitoring the journal entries being posted, both during the year and at year-end. The job position/title will be sufficient for the identification purpose.

This question is only applicable for entities that use a general ledger to track their financial activity. Journal entries are transaction entries to record and adjust an entity's log of financial transaction in their own accounting systems. If possible, the review and monitoring of the journal entries being

posted should be done by someone other than the personnel in charge of posting journal entries into the government's general ledger.

4. **Has there been any change in the processes or procedures for the preparation of financial statements, including posting year-end journal entries? If yes, please identify the significant changes that occurred.**

Significant changes in process to prepare financial statements can take time to be fully integrate. Ensuring these changes are well communicated will ensure better application, consistency, and accuracy of the data contained in financial statements.

PERMANENT FILES

5. **Does the government have any changes in significant accounting estimates that have been used that are material to the financial statements? For example: compensated absence liabilities disclosed in the notes, any GASB 68 liabilities, etc.**

Some financial statement items cannot be measured precisely but can only be estimated. . A significant change in accounting estimates has the potential of materially changing the substance of a local government's financial statements. Providing this information will help financial statement users better understand a local government's financial position.

6. **Has the government had any changes (additions or dispositions) of component units, joint ventures, etc., in the reporting year? If yes, please identify the addition or disposition.**

A change in the reporting entity's structure has the potential of materially changing the substance of a local government's financial statements and reporting requirements. Providing this information will help financial statement users better understand a local government's financial position.

7. **Has the entity contracted out for or recently re-assumed responsibility for any major function the government provides?**

Please include any areas of your government that you have recently contracted out for, or if already contracting for, reassumed as part of the District for its employees to carry out.

8. **Does the government have any special compliance requirements, such as those related to material contracts or interlocal agreements?**

If the District has any special compliance requirements, please explain them briefly. Special compliance requirements often appear due to specific language in agreements, contracts, or grants.

9. **Does the government use the *Budgeting, Accounting and Reporting System (BARS) Chart of Accounts* for its internal accounting systems?**

By using the BARS chart of accounts as your internal accounting system, it provides the government with uniform accounting and financial reporting, detailed accounting and reporting instructions as a resource and consistent framework for financial reporting.

10. **Is this the most current BARS chart of accounts?**

If the entity is using the BARS chart of accounts for its internal accounting system, it is important that the entity receive BARS updates and use the most updated copy of the BARS chart of accounts.

- 11. Does the government use any key software applications (for example, for general ledger, cash receipting, payroll, tax assessments, etc.)? If yes, please list the application and its function in the text box provided.**

Does your entity use accounting software programs such as QuickBooks, Ganzer, Bias, Vision or other accounting packages? Some entities may only use payroll or billing software and others manually make calculations through Excel.

- 12. Have there been any changes to the key accounting software from last year? For example: significant updates, changes in providers, etc.**

If yes, list out any changes or updates to the entity's accounting software programs and include any new providers. Also include if these changes had a significant impact on the entity's accounting records.

MATERIAL COMPLIANCE REQUIREMENT

- 13. Does the government have any licensing, regulatory, contracting or granting oversight agencies with the ability to impose material penalties or otherwise play a fundamental role in the entity's operations or ability to continue business?**

Noncompliance with external contracts or agreements may contain provisions for penalty that can affect the operations of a local government. If these exist, it is important to understand the requirements and ensure controls are in place to effectively carry out the compliance requirement.

- 14. Is the government currently involved in any lawsuits?**

It is important to disclose any unsettled lawsuits in order to determine the current financial health and well-being of the entity. Lawsuits include the entity being sued or the entity suing someone.

- 15. Did the Entity receive any non-SAO audits during the year?**

Has the entity been audited by any private or other governmental organization during the year? This includes grant monitoring audits, IRS audits, Department of Revenue, Labor and Industries, etc.

REVENUES AND EXPENDITURES

- 16. Does the Entity use a 3rd party vendor to bill or receipt funds? If yes, please list the vendor used and its purpose.**

Does the entity use an outside vendor to bill or receive revenue? For example, some entities use the County to bill or receive funds on behalf of the entity. Other entity types such as fire and water districts use a third party to bill for ambulance transportation or water sales revenue.

- 17. Cash Receipting - Does the government have any written policies and procedures related to cash receipting? This includes procedures for ensuring that funds received are recorded on a pre-printed, pre-number receipt book wherein the mode of payment is noted (as either cash, check, EFT, etc.) and that funds received are deposited within 24 of receipt?**

All money received directly by the entity should be recorded, including electronical fund transfers (EFT), to a pre-printed, pre-numbered receipt book. The receipt book should also document the entity's name, source of funds, date and who received the funds. The BARS manual requires

receipting of all entity revenues. Policy should also state how the entity complies with the 24 hour deposit rule (RCW 43.09.240).

18. Petty Cash – Does the government use any petty cash or imprest funds?

A petty cash account (imprest, revolving fund, etc.) is any sum of money set aside for specific purposes such as minor disbursements, making change, payroll tax payments or other similar uses. Imprest accounts are only replenished from the county treasurer for the exact amount of receipted disbursements. Unless an entity has an expressed statutory authority to act as their own treasurer, they are only permitted to have imprest checking accounts.

19. Are all petty cash and imprest accounts reconciled to the authorized balance (established by a resolution) by someone other than a custodian at least monthly?

The governing body or its delegate should assure that the funds in the petty cash or imprest accounts are periodically counted and reconciled by someone other than the custodian, such as a governing body member. The Board should also have policies and procedures in place for the use and oversight of the account.

20. Credit cards – Does the government have any debit/credit cards or charge accounts?

Entities may have charge accounts at local businesses and issue employees credit cards to make purchases for the entity. Procurement cards that pay an annual rebate are available for local governments through the state Department of Enterprise Services contract with US Bank.

21. How many cards does the government have?

Include all credit cards issued in the name of the entity or name of employees that are authorized to make purchases for the entity.

22. How many charge accounts does the government have?

Include all charge accounts the entity has at local businesses.

23. Does the government have written policies and procedures for appropriate use of credit/procurement cards and charge account purchases?

All entities should have a written policy explaining allowable uses of credit cards and charge accounts for goods and services, including restricting the use of them for personal use.

24. Payroll – Does the entity directly employ any staff?

Does the entity have any employees or volunteers (either paid or non-paid) that provide services for the entity? Do not include staff members that have been contracted for externally.

SAFEGUARDING OF ASSETS

- 25. Safeguarding Capital Assets – Does the government have an asset management policy that defines the entity's capitalization threshold and protects assets susceptible to theft (including defining small and attractive assets)?**

The entity should have a capital asset policy that quantifies the dollar amount at which a disbursement is considered a capital expenditure and details how capital assets are recorded and tracked. Also, this policy should define the criteria for classifying small and attractive assets and their recording.

- 26. Please select one of the options to describe the Entity's risk assessment activities. Formal process, informal process, or ad hoc (on the fly or as needed).**

Formal process is structured, scheduled and documented processes to proactively identify, assess and respond to risks. Informal process is unstructured, undocumented and/or unscheduled processes to proactively identify risks. For example, an informal process may be the subject of a conversation or agenda item with the governing body at management meetings. Ad hoc is the government relying on individuals to react to their own perception or assessment of risks within their assigned roles and there is no process to proactively identify risks.

LOCAL/REGIONAL TRAUMA CARE COUNCIL QUESTIONS

- 27. RCW 70.168.100 - Has the Council developed regional emergency medical service and trauma care plans to assess and analyze regional emergency medical services and trauma care needs, identify personnel, agencies, facilities, equipment, training and education to meet regional and local needs?**

Local and regional trauma care councils are required to create a strategic plan that focuses on the work the council plans to accomplish. These plans include goals, objectives, strategies and work relating to the implantation of these plans.

- 28. Has the Council submitted the plan to the Department of Health?**

After creating the care plan to assess and analyze regional medical services and trauma care needs, the plan should be submitted to the Department of Health.

- 29. Does the Council's management properly identify grants (federal or state) and expenditures related to the grants? Note: This question relates to the Council's proper monitoring of the grant funds and how and where it has been expended. Some grant funding is restricted for specific purposes and thus, should be properly monitored by management.**

Local/Regional Trauma Care councils are supported by grants which can come from both the state and federal level. Often, grants have additional restrictions and compliance requirements. It is important for management to keep track of funds for the Council's grants received to ensure that they can account for the allowable use of the funds.

- 30. If applicable, does the Council ensure that required matching funds are spent for the Department of Health grant's program for designated trauma care services?**

The Council should ensure all matching funds are spent for the related DOH grant program for its designated trauma care services.

31. If applicable, are all payments to the Executive Director reviewed by the Council's Board?

The Council's Board should be reviewing all payments to the Executive Director in order to ensure the safeguarding of public funds. All payments to the Executive Director should be pre-authorized by the Board as an established compensation package, also reviewed by the Board when paid.

FIRE/EMS DISTRICT SPECIFIC QUESTIONS

32. Does the district provide Ambulance Transport Services?

Many districts provide BLS or ALS ambulance transport services. Some districts provide the service to their residents for no fee while some districts charge a fee to non-district residents and other districts charge for each transport regardless of residency.

33. Does the district prepare or contract for transport billing? If transport services are billed, attach a copy of the written transport billing policy and transport fee schedule.

Every district that charges for transports should have a written transport policy which states the district's policy for transport services, invoicing, write offs, etc. and a detailed transport fee resolution approved by the governing body in an open public meeting. Districts cannot provide free transports to district's members' family or retired members if they charge district residents for transports.

34. Does the District contract with another government for fire-fighting or EMS services rather than providing the service itself? This does not include mutual aid agreements.

Some districts may choose to use its revenues to pay another entity to fight fires or provide EMS for the district.

WATER/SEWER DISTRICT SPECIFIC QUESTIONS

35. How many residential water hookups does the city/district have?

Please report all active residential water hookups. For irrigation/reclamation, only include those hookups for potable drinking water

36. How many commercial water hookups does the city/district have?

Please report all active non-residential water hookups. For irrigation/reclamation, only include those hookups for potable drinking water

37. How many residential sewer hookups does the city/district have?

Please report all active residential water hookups.

38. How many commercial sewer hookups does the city/district have?

Please report all active residential water hookups.

DIKE/DRAINAGE DISTRICT SPECIFIC QUESTIONS

39. Are any district levees currently rated as Unacceptable by the US Army Corps of Engineers? If yes, describe district actions to obtain an acceptable rating.

If the US Army Corps of Engineers has rated any of the districts dikes as unacceptable, explain what actions the district is taking to bring the dikes up to required specifications.

40. Under what chapter of RCW Title 85 was the Diking or Drainage district formed or reorganized?

If the district knows under what chapter of Title 85 the district was formed or reorganized, provide the information.

TBD/EDC/IDC SPECIFIC QUESTIONS

41. What transportation improvement projects may be funded by the district per the district's plan or establishing ordinance?

Briefly describe the projects that may be funded by the District per the ordinance, charter or plan as referred to in RCW 36.73.040, RCW 36.73.050 and RCW 36.73.160.

42. Are all revenues received by the entity immediately transferred to the creating entity?

If expenditures consist of lump-sum contract payments, transfers or reimbursements to the creating entity as revenue is received, select "yes." If the entity holds cash and directly make specific expenditures as they arise, select "no."

43. Does the entity's establishing ordinance give a date when the entity will terminate operations? If yes, then when?

If yes, note the termination date given in the establishing ordinance. Or if project(s) to be funded by the District are not perpetual, then give the estimated termination date (that is, 30 days from the estimated completion of the project as described in RCW 36.73.170).

44. Are all entity operations accounted for in the creating government's general ledger and subject to the same processes and controls over the creating government's transactions?

Normally, governments that create other entities will act as the treasurer and fiscal agent for that entity and use their own accounting system and processes for transactions of the created entity. For example, a City creating a Transportation Benefit District will normally account for the TBD in the City's general ledger and process receipts and expenditures using the same personnel, processes and controls as established for City transactions. Occasionally, separate accounting systems or processes will be established specifically for the entity's transactions.

45. How is the entity accounted for on the creating government's financial statements?

For example, an Industrial Development Corporation created by a GAAP Port would likely be presented as a discretely presented component unit of the Port's financial statements with appropriate disclosures. Or a Transportation Benefit District of cash basis City would likely be presented as an agency fund on the City's C5 Statement with appropriate disclosures. If the entity is not included in

the financial statements or notes of the creating government, enter "not reported."

46. Does the entity have an original financing plan and material changes policy?

Select "yes" if the District has a formally established original financing plan and material changes policy as referenced in RCW 36.73.160.

47. Describe outstanding tax-exempt bonds issued through the Industrial Development Corporation, including the original amount, beneficiary and administrative fee payable to the District for each.

Describe outstanding tax exempt bonds issued through the development corporation, including the original amount, beneficiary and administrative fee payable to the district for each bond issue.

48. When are outstanding tax exempt bonds anticipated to be fully repaid?

Provide the anticipated date that outstanding tax exempt bonds will be full repaid.

49. Does the Corporation receive any revenues other than administrative fees from tax-exempt bonds?

If yes, list out all types of revenue the Corporation receives other than administrative fees from tax-exempt bonds.

CONSERVATION DISTRICT SPECIFIC QUESTIONS

50. Does the district have an approved policy manual in place that covers the district's operations?

A policy manual is important to ensure uniformity in district operational procedure.

51. Has the board reviewed RCW 89.08.210 and .220, in the last year?

Chapter 89.08 RCW states that the supervisors shall provide for the keeping of a full and accurate record of all proceedings, resolutions, regulations, and orders issued or adopted. The supervisors shall provide for an annual audit of the accounts of receipts and disbursements in accordance with procedures prescribed by regulations of the Commission.

52. Is the district's long-range plan current, in the correct format, and on file with the Commission?

The district must have a current long-range plan and on file with the Commission. The plan must also be in the correct format.

53. Is the district's annual work plan current and on file with the Commission?

Districts must have current annual work plans, in the correct format, on file with the Commission.

54. Does the district have current written agreements with all conservation partners where resources are exchanged and they have been reviewed in the last 12 months?

Districts must have current written agreements with all conservation partners.

55. Has the district established a claims agent with the county auditor?

RCW 4.96.0602(2) requires the governing body of each local governmental entity appoint an agent to receive any claim for damages. The identity of the agent and the address where he or she may be reached during the normal business hours of the local governmental entity are public records and should be recorded with the auditor of the county in which the entity is located.

56. Does the district have a training plan for supervisors and employees?

A training plan is important for employers and supervisors to become familiar with procedures and practices in the work place.

57. Have all new supervisors taken advantage of training offered by the Conservation Commission?

The Washington Conservation Commission offers a range of options for training, including live classes, webinars, etc.

58. Does the district make its office, meetings and programs accessible to the public?

The district office, meetings and programs must be accessible to the public.

59. Were quarterly payments filed with the Department of Labor and Industries and match payroll records?

Payments to the Department of Labor and Industries need to match the payroll records to avoid a misallocation of funds. The quarterly reports to L&I should be verified by the board.

60. Was unemployment insurance paid for all employees to the Employment Security Department (ESD) and payments match payroll records?

Payments to the Employment Security Department need to be reconciled with the payroll records to ensure accurate accounting. The quarterly reports to ESD should be verified by the board.

61. Does the District have the required posters as shown on the list on the Labor and Industries website?

All employers are required by state law to display the most current Labor and Industries posters.

62. Were payments made to Social Security/Medicare or to a qualified retirement plan and match payroll records?

District payroll records should be reconciled to Social Security/Medicare payments.

63. Were employer share and withheld payroll taxes remitted to the Internal Revenue Service and match payroll records?

Payments to the Internal Revenue Service need to be reconciled with the payroll records to ensure accurate accounting. The quarterly reports to IRS should be verified by the board.

64. Are official minutes of all regular and special governing body meetings recorded and available for public inspection? Have you sent draft minutes to your Commission Regional Manager?

RCW 42.32.030 states:

The minutes of all regular and special meetings except executive sessions of such boards, commissions, agencies or authorities shall be promptly recorded and such records shall be open to public inspection.

RCW 89.08.210 states in part:

The supervisors shall provide for the keeping of a full and accurate record of all proceedings, resolutions, regulations, and orders issued or adopted.

Meetings of district boards are subject to the Open Public Meetings Act (Chapter 42.30 RCW) which requires regular and special meetings to be open to the public. These should be verified annually by the supervisors.

65. Is sales tax listed on a separate line on receipts?

Sales tax should be easily identifiable and listed on a separate line on receipts.

66. If sales tax was collected, was it remitted to the State Department of Revenue?

All sales tax collected needs to be remitted to the State Department of Revenue.

REQUIRED ATTACHMENTS

67. Attach the meeting minutes and resolutions for all governing body meetings held during the last year.

Minutes are an auditor's source to a District's business. Please include all regular meetings, special meetings, and other meeting's minutes of elected officials business discussed.

68. Revenue Summary - Attach a copy of the year-end County Treasurer's report that show the total receipts for the year by revenue source. Governments who do not use a County Treasurer should mark, "NA."

This report should be a third party revenue report that is detailed by the revenue type. This report may also be helpful to request from the County (or other fiscal agent) for use in completing other required forms, such as the Schedule 01.

69. Detailed Expenditure List - Attach warrant registers, payroll registers, check registers and/or petty cash log detailing all expenditures made during the year. This includes those expenditures paid by the County on a District's behalf due to Treasurer responsibilities.

Attach a detailed list of all expenditures for the year. The report should include all expenditures made during the fiscal year and include the following minimum information:

- Warrant/check number
- Payee
- Date paid (i.e., warrant date)
- Amount paid

Entities should also submit copies of imprest checking account activities and petty cash logs.

70. Cash Receipting Policy - Attach a detailed description of the entity's invoicing, cash and

check receiving and deposit process. The description should include name of positions completing tasks in the process and all reconciliations and reviews performed. Include a copy of your written Cash and Check Receipting Policy or procedure if you have one. This request applies to all districts that invoice for a service (including third party billing services) or receive funds other than at the county treasurer (including charges for services or goods, fees, donations, grants, etc.).

Every government that receives cash or checks (other than through the county treasurer) should have a written policy/procedure that directs staff how to process receipts when received either over the counter, through the mail or in a drop box. The policy should address receipting, securing receipts, depositing, reconciliations and accounting for receipts. If the district does not have a written policy, attach a detailed description of the process used by the district including the names of the positions participating in the process, and any reconciliations or reviews performed.

- 71. Elected Official List - Attach a listing of the names of all governing body members present during the year, and include any business interest a governing body member or his/her household members hold. Please avoid sending Board-member/employees/volunteers SSI numbers or other personal information such as addresses, date of birth, etc.**

Attach a listing of all board members holding office during the year. List the full name of each member of the governing body and then list business owned or operated by the official or anyone in his/her household during the period of the audit. This information is needed to evaluate conflict of interest statutes.

- 72. Rates and Fees - Attach rate and fee schedule in effect during the fiscal year and any related billing or fee policy.**

As applicable, attach official rate and fee schedule(s) in place during the reporting year for any revenues billed or received directly. For example, a water district fee schedule would include basic fee, water volume fees, shutoff fees, water availability letter fees, new hookup fees, etc.

Sarah Moorehead

From: Commission@scc.wa.gov <noreply+8424e8a37d3ee7b7@formstack.com>
Sent: Wednesday, May 09, 2018 2:48 PM
To: Sarah Moorehead
Subject: FORM 4: Addendum

Washington State Conservation Commission

FORM 4: ADDENDUM

May 9, 2018 2:48 PM

Conservation District: Thurston

GRANT PROGRAM: Natural Resource Investments

Overhead Rate: 25%

Submitted By: Sarah Moorehead
Email: smoorehead@thurstoncd.com

Total Grant Award: 72812.50

Basic Allocation Award (if applicable):

Total to be obligated under this Addendum: 72812.50

Intermediate Outcome #1: 62500.00

Deboer Dairy

Practice Awarded: Waste Transfer \$50,000

Technical Assistance Award \$12,500

Grant #18-13-NR

Intermediate Outcome #2: 10312.50

Riverbend Ranch

Practice Awarded: Culvert Removal \$8,250

Technical Assistance Award \$2,062.50

Grant #18-13-NR

Intermediate Outcome #3:

Intermediate Outcome #4:

Intermediate Outcome #5:

Total of Intermediate Outcomes: 72812.50



Thurston Conservation District

RESOLUTION

Resolution #2018-03

Subject: Authorized Signers on Bank Account

**A RESOLUTION OF THE THURSTON CONSERVATION DISTRICT,
PROVIDING FOR AUTHORIZED SIGNERS & AUTHORIZED STAFF ON BANK ACCOUNT**

WHEREAS, the Thurston Conservation District has checking and savings accounts through Timberland Bank; and

WHEREAS, Timberland Bank requires a signature card with the current authorized signatories, coupled with a board resolution identifying the same; and

WHEREAS, Eric Johnson is the current chair (Appointed Position #2); and

WHEREAS, Sarah Moorehead is the current Interim Executive Director; and

WHEREAS, Linda Powell, vice chair, was appointed to fill a vacant elected board seat (Elected Position #3) in November 2017; and

WHEREAS, Samantha Fleischner is no longer on the board; and

WHEREAS, Paul Pickett was elected to the board in May 2018 (Elected Position #1); and

WHEREAS, Richard Mankamyer is the current auditor (Elected Position #2), and

WHEREAS, Doug Ruston is a current member (Appointed Position #1), to the Thurston Conservation District Board of Supervisors; and

WHEREAS, Amy Hatch-Winecka is the current Deputy Director; and

WHEREAS, Steve Davis is no longer the District CPA.

NOW THEREFORE,

**BE IT RESOLVED BY THE BOARD OF THE THURSTON CONSERVATION DISTRICT, AS
FOLLOWS:**

The following individuals are to be listed as authorized signers on the District's Timberland Bank accounts:

Eric Johnson, Board Chair
Linda Powell, Board Vice Chair
Richard Mankamyer, Board Auditor
Doug Rushton, Board Member
Paul Pickett, Board Member
Sarah Moorehead, Interim Executive Director

Steve Davis, District CPA
Amy Hatch-Winecka, Deputy Director

RESOLUTION #2018-03 PASSED BY THE BOARD OF THE THURSTON CONSERVATION DISTRICT ON _____, 2018 and EFFECTIVE IMMEDIATELY.

SIGNED:

Eric Johnson, Board Chair

ATTEST:

Sarah Moorehead, Interim Executive Director

DRAFT

Henderson Shellfish Fund
Nearshore 2018: Watershed Exploration and Enhancement
January 1st, 2018- December 31st, 2018

Purpose

This agreement establishes a collaborative working arrangement between Thurston Conservation District (TCD) and the Nisqually River Foundation (NRF) to advance the goals of the Henderson Inlet Nisqually Reach Shellfish Protection Districts Implementation Work Plan as approved by the Thurston County Board of Commissioners through the 2018 Shellfish Fund Work Program.

1. Scope of Work: NRF staff will be responsible for leading Nearshore field trips for at least 350 students in the watershed, educating them about non-point source pollution and its effects on shellfish beds in the Henderson and Nisqually Reach Watersheds. These activities will be completed by December 31st, 2018. A final report will be submitted by January 10th, 2019.

2. Budget:

| Nearshore Grant Budget | | |
|---|---|------------------|
| Budget Category | | 2018 NREP |
| Salaries | | |
| | Field trip and project coordination and instruction by NREP program coordinator - 120 hours @ \$47.94 | 5971 |
| Supplies, materials and services | | |
| | Staff time for Nisqually Reach Nature Center staff (\$40.5/hr x 40 hours) | 1620 |
| | Substitute teacher costs -12 full days @ \$160 for shellfish farm field trips and nearshore restoration/ monitoring and maintenance trips | 1375 |
| | Bus transportation to field trips (12 trips @ \$325; 11 trips @ \$250) | 2750 |
| | Refreshments for students working in field | 100 |
| | Facility Use (Nisqually Reach Nature Center 6 @ \$100) | 600 |
| | Lab fees (10 samples to Thurston Co. lab @ \$25/sample) | 250 |
| | Education and outreach supplies | 250 |
| Total | | \$12,916 |

3. Billing: Payment for completed services can be vouchered quarterly. Invoices for completed tasks must be received by TCD prior to each of the following dates in order to receive payment in a timely fashion:

March 31
June 30
September 30
December 31

Signed by:

Thurston Conservation District

Date

Nisqually River Foundation

Date

Tab 3



www.thurstoncd.com

Thurston Conservation District
Public Hearing Re: Proposed System of Rates & Charges
Thursday, May 10th, 2018 (6:00pm - 8:00pm)

RECORD OF ATTENDANCE

| # | NAME (PLEASE PRINT) | EMAIL | PHONE | SIGNATURE |
|----|---------------------|------------------------------|--------------|--------------------|
| 1 | PATRICIA HARRIS | JAMES.MURRAY@CENTURYLINK.NET | 360-456-1078 | <i>[Signature]</i> |
| 2 | Martin McCallum | martin.mccallum@comcast.net | 360-754-4384 | <i>[Signature]</i> |
| 3 | Samatha Feischer | | 360-561-0100 | <i>[Signature]</i> |
| 4 | Ronald J. Helkamp | rholtkamp@gmail.com | 360-943-8269 | <i>[Signature]</i> |
| 5 | Tye Merges | tyemerges@yahoo.com | 360-352-3002 | <i>[Signature]</i> |
| 6 | Tony Wilk | tonywilk@gmail.com | 503-347-7355 | <i>[Signature]</i> |
| 7 | Ellyette Weinstein | ellyette_w@yahoo.com | 360-705-8388 | <i>[Signature]</i> |
| 8 | Esther Kronenberg | ekrone@gmail.com | 360-867-1988 | <i>[Signature]</i> |
| 9 | JOEL HANSEN | JOELAHANSEN@COMCAST.NET | 360-970-3321 | <i>[Signature]</i> |
| 10 | Eri Tolingwin | comcast | 360-701-4322 | <i>[Signature]</i> |
| 11 | Bob Barnes | hollycross@net | 360-915-4599 | <i>[Signature]</i> |
| 12 | Wendy Gerstet | mudspoke@earthlink.net | | <i>[Signature]</i> |
| 13 | Tom Sanders | | | <i>[Signature]</i> |
| 14 | Dan Dineen | 9906 Lind Rd | 360-543-3121 | <i>[Signature]</i> |
| 15 | Paul Tackett | frapinus@reachone.com | 360-758-9443 | <i>[Signature]</i> |
| 16 | Ze Riner | | 360-956-0254 | <i>[Signature]</i> |



Thurston
Conservation
District EST 1947

www.thurstoncd.com

Thurston Conservation District
Public Hearing Re: Proposed System of Rates & Charges
Thursday, May 10th, 2018 (6:00pm – 8:00pm)

RECORD OF ATTENDANCE

| # | NAME (PLEASE PRINT) | EMAIL | PHONE | SIGNATURE |
|----|----------------------|----------------------|-------|--------------------|
| 1 | Phyllis Farnell | | | |
| 2 | Mark Tros | marktro2@comcast.net | | <i>[Signature]</i> |
| 3 | James W. Hetherford | | | <i>[Signature]</i> |
| 4 | Jane Montjoy-Verning | jmv.oly@gmail.com | | <i>[Signature]</i> |
| 5 | BRAUN Best | BestFamily@yahoo.com | | <i>[Signature]</i> |
| 6 | SARA MOOREHEAD | | | <i>[Signature]</i> |
| 7 | Doug Ruston | | | |
| 8 | Linda Powell | | | |
| 9 | Richard Manley | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |

5.10.18 TCD Rates & Charges Public Hearing Public Comment Sign Up

WJ

Please Print Name Legibly!

RONALD J. HOLTAMP

Tye Menser

~~Tony Wilson~~

Elyette Weinstein

Esther Kronenberg

Martin McKinnon

T. Johnson

Bob Barnes

Zee Rinet

JOHN ROSENBERG

Sarah Moorehead

From: Donna Johnson <dlongjohns@comcast.net>
Sent: Friday, April 27, 2018 7:55 AM
To: Sarah Moorehead
Subject: Proposed new rates for Conservation District

This is my written comment concerning the proposed new rates per parcel of land for the Thurston Conservation Board. I am opposed to any new property tax increases that are being considered or implemented. I'm not sure why political and local folks in charge think it's acceptable to keep increasing our property taxes with no accountability for how those taxes are spent. We are retired and on a fixed income and our taxes shot up 40% this year. I will vote down and argue against anymore assaults to our pocket books. It's alarming to see what's happening to the poor Seattle residents and do not want to see those same charges or ideas being considered for Thurston County. Please consider the folks are limited incomes before tacking on more property taxes. Enough is enough!

Thank you for taking public comment and letting us know this tax hike is being considered.

Sarah Moorehead

From: Gary Kaufman <gary@roadsendllamas.com>
Sent: Friday, April 27, 2018 4:35 PM
To: Sarah Moorehead
Cc: gary@roadsendllamas.com
Subject: Written comment Rates and Charges Ordinance

I wish to express my opposition to any ordinance increasing any increase in property taxes to fund any and all non-essential services in Thurston County including specifically the proposed Rates and Charges Ordinance.

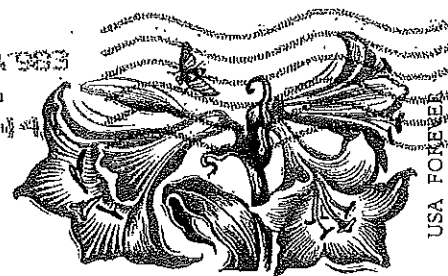
I would suggest instead a serious reconsideration and review of all currently offered programs using specific cost/outcome based results and either eliminate those programs or adjust activities and programs on a fee for service basis that more accurately reflects the costs associated from their use by what is a very small percentage of population.

Second, since most all proposals open for public comment wind up being implemented to some degree regardless of comments submitted, at the very least the ordinance should contain language that states any and all activities or programs funded entirely or in part by any increase in non-incorporated Thurston County property taxes should preclude participation by any incorporated city residents.

Sincerely
Gary Kaufman
Roads End Llamas
Olympia WA

Karen Verrill
123 4th Ave
Oly. WA 98501

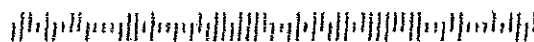
OLYMPIA WA 98501
26 APR 2018 PM 4



APR 30 REC'D

Sarah Moorehead
Thurston Conservation District
2918 Ferguson St. SW Ste A
Tumwater, WA 98512

recycled
© 2015 USPS



Cathy Turk
6237 Boardman Rd. NW
Olympia, WA 98502



Sarah Moorehead
Thurston Conservation District
2918 Ferguson St. SW Ste A
Tumwater, WA 98512

APR 30 REC'D

recycled
© 2015 USPS

Hello -

I fully support the effort to get
TCD back on a stable ~~financial~~ footing.
Without adequate funding the
purpose of land conservation
district cannot be met. Our
citizens depend upon a healthy
environment - as does our wildlife.

Karen Verrill

PROUD MEMBER

League of Women Voters

Dear Mrs. [illegible]

622819

PLEASE Support the efforts in
pursuit of a system of rates and
charges to better fund the Thurston
Conservation District!

Cathy Turk

Olympia, WA

PROUD MEMBER
League of Women Voters

Sarah Moorehead

From: Bonnie Blessing <bonnie.blessing@gmail.com>
Sent: Thursday, May 03, 2018 5:46 PM
To: Sarah Moorehead
Subject: additional funding support

Hello;

This letter is in support of additional funding for the Conservation district to conduct more outreach. I am a taxpayer in unincorporated Thurston County.

I support paying additional taxes of up to an additional 10.00 per household to ensure Thurston Conservation District can increase its outreach on agricultural landmanagement that protects our natural resources.

Bonnie Blessing-Earle
Christopher Earle
6123 Northill Drive SW
Olympia WA 98512

Sarah Moorehead

From: RACHEL FRIEDMAN <hispeedrachel@comcast.net>
Sent: Friday, May 04, 2018 5:41 PM
To: Sarah Moorehead
Subject: Comments on proposed Rates and Charges

Conservation districts (CD) serve unique positions in the midst of typical regulatory governmental agencies. Being non-regulatory can be both positive and negative when trying to evoke behavior change. Education, outreach, creativity, support availability and free services are all hallmarks of successful CDs.

In order to continue to do the important work in our community, the TCD needs to implement a system of rates and charges that will provide a more reliable revenue source and be tied to the direct and indirect benefits to each parcel. This will buffer the year-to-year fluctuations from grant funding.

I support the proposal of a charge up to \$5/parcel and \$0.10/acre depending on land use type, to be collected annually via property taxes.

Rachel Friedman, Sustainable South Sound President

Sarah Moorehead

From: Tony Harris <tony.harris@tumwater.k12.wa.us>
Sent: Sunday, May 06, 2018 9:20 PM
To: Sarah Moorehead
Subject: Thurston Conservation District Public Comment

To Whom It May Concern,

I, Tony Harris, own properties and pay property taxes and utilities on two properties in Thurston County, one in Tumwater and one just outside the Tumwater city limits (county). I am also an educator at Tumwater Middle School. I have taught at TMS since 2006 and during that entire time South Sound GREEN has helped fund water quality testing and other field trips for Tumwater students. Hundreds upon hundreds of TMS students have had real Field STEM experiences thanks to SS GREEN and the TCD. This is education and experience that I cannot typically provide in my classroom. SS GREEN has also been a bridge linking my class to other organizations such as Tumwater Stream Team and the ecology field trips they've hosted with GREEN's help for all the students in 7th grade at our school. Stephanie Bishop and before her Anne Mills also helped link my classes to field trips on the shore with Taylor Shellfish Farms, salmon viewing at Kennedy Creek, and now salt water quality testing with SSEA. The life skills and experiences my students attending GREEN Congress have acquired would be impossible for me to provide on my own. As a fellow taxpayer with rare insight into the types of important benefits South Sound GREEN and the Thurston Conservation District provide, I wholeheartedly support maintaining, if not raising, the funding for TCD and SS GREEN.

Sincerely,

Tony Harris

Sarah Moorehead

From: Karin Strelloff
Sent: Monday, May 07, 2018 7:13 AM
To: Sarah Moorehead
Subject: Proposed Rates and Charges

As Thurston County residents,

We write to express our full support for establishing a system of rates and charges to enable Thurston Conservation District to provide natural resource management assistance to landowners in the county. The technical assistance and environmental education services provided by the Conservation District are highly valued by community members. No other organization is able to provide the same quality or range of critical services and information, and TCD staff should be fully supported in the work they do.

We fully support the effort to establish a system of rates and charges for Thurston Conservation District.

Thank you for your attention.

Karin Strelloff & Andy Anderson
4801 17th Avenue NW
Olympia, WA 98502

Sarah Moorehead

From: Steven & Gloria Morrison <foxhallguy@comcast.net>
Sent: Monday, May 07, 2018 1:46 PM
To: Sarah Moorehead
Subject: Inadequate Notification of Public Hearing

Dear Ms. Moorehead,

I cannot believe that the TCD Board of Supervisors is attempting to notify people of this **PUBLIC HEARING** with less than one week's notice. Such attempts are a mockery in the name of a "public review process," and indicates that the Board of Supervisors does not care to provide adequate opportunity for the public to review material. Informed consent requires an open and fair opportunity to review material and provide input. I suggest that the public meeting now scheduled for 10 May 2018, would be postponed until early June 2018.

I'm sure that the Thurston County Board of Commissioners would want your proposal to be fully aired by the Board of Supervisors, rather than hearing about your public process deficiencies, when the matter come before them for final action.

Please make me a party of record regarding this matter.

Sincerely,

Steven W Morrison
5903 44th Way NE
Olympia, WA 98516



Virus-free. www.avast.com

Sarah Moorehead

From: CHRIS MAUN <poolemaun@comcast.net>
Sent: Monday, May 07, 2018 5:31 PM
To: Sarah Moorehead
Subject: South Sound GREEN Budget

To Whom It May Concern;

I am a middle school science teacher in Lacey at Komachin Middle School. I have participated in South Sound Green (SSG) for quite a few years now as it has enriched the learning experience for many, many students. SSG has enabled me to get students out of the classroom and into the natural world where they can have real, hands-on learning experiences to reinforce and deepen classroom-based lessons.

I have brought students to the GREEN Congress every year since its beginning. The Congress is a unique opportunity for students to participate in a learning community that is all about valuing the natural resources of Thurston County.

This would not be possible with the coordination, funding, and leadership that Thurston Conservation District provides for SSG. In the past, as a resident of unincorporated Thurston County we paid an annual assessment to TCD. We know that part of this fee helps to support South Sound GREEN and let our friends and neighbors know it is money well spent.

As TCD changes the way in which it generates and manages its budget, please be certain that South Sound GREEN continues to receive the necessary resources at a level at least equal to past years to keep this highly valuable program healthy and vibrant.

I look forward to continue my participation in South Sound GREEN thanks to TCD's continuing fiscal and administrative support.

Sincerely,

Jane Poole

7639 Atchinson Dr. SE

Olympia, WA

(360)491-5321

Sarah Moorehead

From: mkholman@comcast.net
Sent: Tuesday, May 08, 2018 7:36 AM
To: Sarah Moorehead
Subject: Rates Proposal

To the Board of TCD and Thurston County Commissioners,

Although I cannot attend the May 10th hearing, I want to state my support for the Rates and Charges Proposal. These would put the TCD on more stable financial footing. It would prevent the already terrible budget shortfalls and staff reductions which have hurt the vital work of the TCD because of the mismanagement of certain current Board members. Please pass the the Rates & Charges Proposal.

Melinda K Holman
2032 Quince St. NE
Olympia, WA 98506

Sarah Moorehead

From: Matthew Phillipy <mphillipy@osd.wednet.edu>
Sent: Tuesday, May 08, 2018 10:38 AM
To: Sarah Moorehead
Subject: south sound green is awesome!

- South Sound GREEN has sent over 100 science students from Marshall Middle School on field trips and educated them on the importance of water quality testing and watershed stewardship. SSG has covered our sub costs, paid for our buses and connected us to Kennedy Creek, McClane Creek and the Deschutes River.
- I value South Sound GREEN/Thurston Conservation District because as a teacher and a citizen of Thurston County we need to educate our kids and our community on the importance of watershed stewardship. I am a tax payer and I fully endorse full funding of SSG now and for the future!

Sincerely,
Matthew Phillipy
Science Teacher Marshall Middle School
4544 Eld Ln nw
olympia, WA 98502

TO: Thurston Conservation District
FROM: E.J. Zita
RE: Rates and Fees
Date: 8 May 2018

I support the proposed Rates and Charges system, and I urge the TCD Board to pass the proposal. The costs are low, and the value of TCD services are high. TCD staff recommendations are well researched and sound. TCD staff show consistently excellent expertise and commitment to service for land managers, benefiting Thurston County economically and environmentally.

My family has been farming and ranching for two decades in Thurston County. Before that, my mother was a dairy farmer, and my spouse was born and raised on a beef ranch. Thurston Conservation District is a valuable resource to us in South County. Skilled staff have provided soil analyses and advice for soil improvement (lime to increase the pH in our pasture). We have used the equipment loan program many times, to improve our land and produce meat – the lime spreader, weed puller, and poultry processor.

TCD staff are a valuable resource on many agriculture-related issues. For example, they helped survey farmers for the WSU needs assessment listening sessions a couple of summers ago. I particularly admired Sarah Moorehead's openness, even handedness, and skill in hearing all perspectives at the WSU sessions. This contributed significantly to the good data and useful results compiled by WSU.

Studies like that one helped agencies such as the Port of Olympia understand the importance of farming for the economy of Thurston County. The Port's primary mission is economic development. Thanks to the work of WSU, TCD, and EDC staff, the Port recently agreed to fund over \$100,000 for agriculture projects in Thurston County, mostly in Tenino. Our partnership helped secure at least \$600,000 of State funding for these projects, and hopefully more to come.

We are lucky to have expert staff and excellent programs at Thurston Conservation District. Anything that helps TCD continue its strong mission deserves support.

TCD needs full funding and reliable funding. The rates and charges proposal will help.

Thank you for supporting the important work of the Thurston Conservation District by approving the rates and charges proposal.

Sincerely, E.J. Zita

Owner-operator, Armstrong-Zita Ranch, PO Box 1441, Olympia WA 98507

Commissioner, Port of Olympia

ejzita@gmail.com

cc: TCD staff, WSU staff, Port staff

Sarah Moorehead

From: Zena Hartung <zhartung@gmail.com>
Sent: Tuesday, May 08, 2018 4:36 PM
To: Sarah Moorehead; Dennis Rosvall
Subject: rates and charges

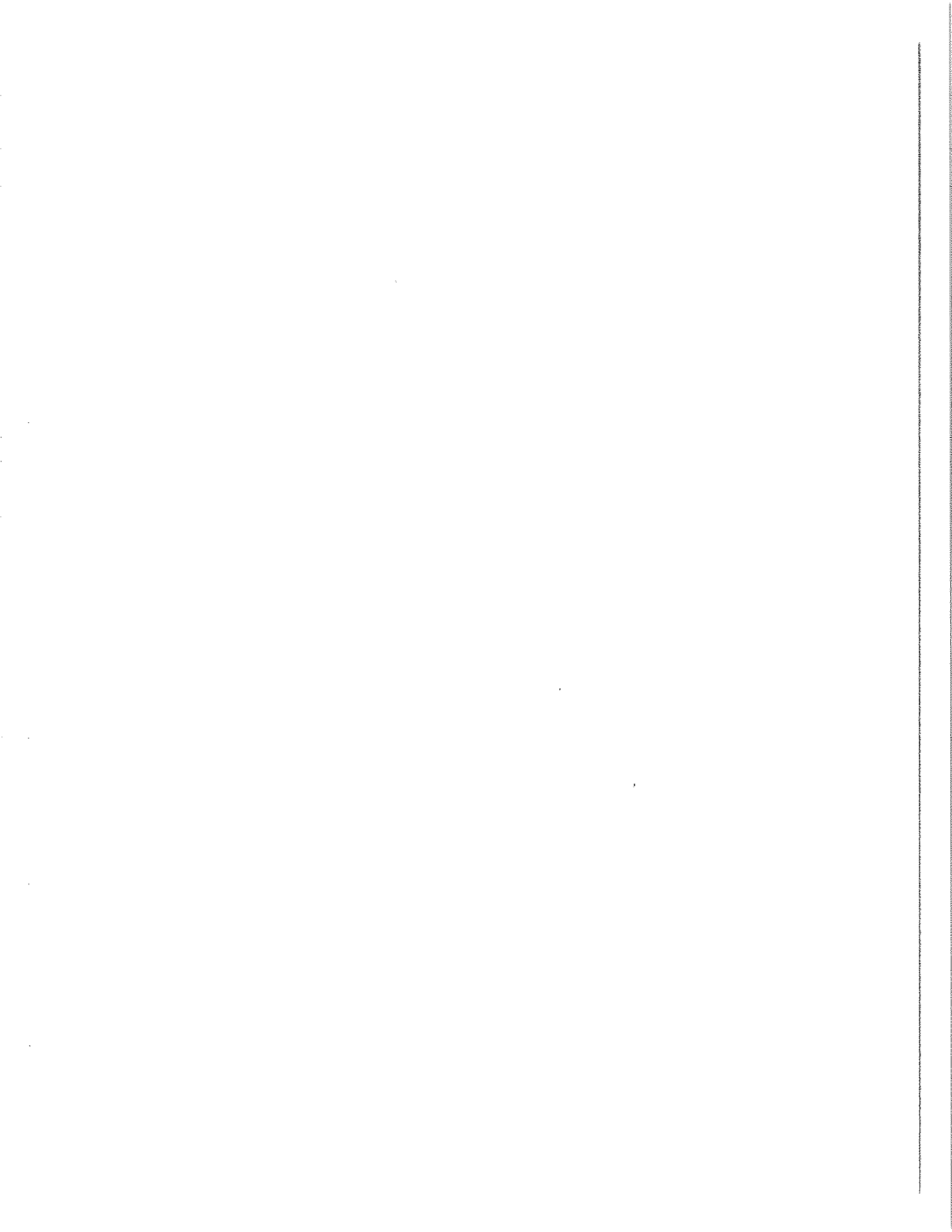
Hi,

We are home and business owners in Thurston County, established more than 3 decades and regular voters.

Please share with the board of supervisors our strong support for the rates and charges initiative. It is regrettable that the funding for the very needed services of TCD was lost due to missed deadlines. The work done by the staff needs to be supported and each and every property owner can contribute a little to making TCD fully functional and beneficial to habitat, agriculture and land use in Thurston County.

Thanks

Zena Hartung & Dennis Rosvall
3240 Centerwood Ct SE
Olympia, WA. 98501



Sarah Moorehead

From: marketgardens@comcast.net
Sent: Tuesday, May 08, 2018 10:48 PM
To: Nicole Warren; 'Cedarvillefarms'; ran3624@yahoo.com; watersc@co.thurston.wa.us; Sarah Moorehead; TCD Board Members
Cc: Amy Hatch-Winecka; cravenbarb@outlook.com; murphyb@co.thurston.wa.us; TCFB_Brian@msn.com; violetprairie@hotmail.com; wilsonc@co.thurston.wa.us; dan.calvert@psp.wa.gov; ericjohnsonfarms@gmail.com; erine@taylorshellfish.com; ESheffels@wsfb.com; Jeff.Swotek@wa.usda.gov; jerilynw@spsseg.org; Jmyersincp@aol.com; Jstuhlmiller@wsfb.com; parkhuk@trpc.org; naaland@comcast.net; pdunn@cnlm.org; phyllisfarrell681@hotmail.com; tcfb@msn.com; Robin Buckingham; Mark Clark; Sarah Moorehead; scol461@ecy.wa.gov; bramwell@wsu.edu; Theresa.Nation@dfw.wa.gov; edwardg@co.thurston.wa.us; Bud Blake; John Hutchings
Subject: Rates and Charges - TCD is still flying under the public's radar
Attachments: pasture management flyer.pdf; backyard habitat flyer.pdf
Follow Up Flag: Follow up
Flag Status: Flagged

Hello Nicol and Sarah,

In reading your email, I noticed that you attached information about TCD's pasture management and backyard habitat events but attached nothing about TCD's intention to switch over to Rates and Charges. Sadly it appears that the District is still trying to fly under the public's radar when it comes to financial matters.

The Conservation District is proposing a tax increase for Thurston County taxpayers and big shift in its revenue source but it seems to want to slip this by without much notice to the public. TCD's proposal was turned down by the County last year for lack of proper notice and who's to blame has turned into a major investigation that has affected our recent TCD board election in some bad ways.

Now TCD is finally holding a public hearing on the matter but does seem much interested in telling tax payers what it will cost them or what it will buy them. It would be nice to see publicity circulated around the county showing tax assessments, revenue projections, and deliverables.

You should also make full disclosure of the extraordinary raises (i.e. a salary of \$140,000 just for the book keeper!) that the District was planning to award staff with when it received this new revenue.

Once it has provided meaningful notice to the public, which should be a 6-9 month process, TCD should then ask for the public's reaction. Do they support this change to Rates and Charges or not..

And by public, I means the several hundred thousand voters and property tax payers in Thurston County rather than a handful of non-profits that receive their funding through TCD.

Looking forward to your response.

Thanks,

Jim Goche
Friendly Grove Farm

From: Nicole Warren [mailto:NWarren@thurstoncd.com]

Sent: Tuesday, May 08, 2018 4:36 PM

To: Cedarvillefarms; ran3624@yahoo.com; watersc@co.thurston.wa.us

Cc: Amy Hatch-Winecka; cravenbarb@outlook.com; murphyb@co.thurston.wa.us; TCFB_Brian@msn.com; violetprairie@hotmail.com; wilsonc@co.thurston.wa.us; dan.calvert@psp.wa.gov; ericjohnsonfarms@gmail.com; erine@taylorshellfish.com; ESheffels@wsfb.com; Jeff.Swotek@wa.usda.gov; jerilyn@spssseg.org; marketgardens@comcast.net; Jmyersincp@aol.com; Jstuhlmiller@wsfb.com; parkhuk@trpc.org; naaland@comcast.net; pdunn@cnlm.org; phyllisfarrell681@hotmail.com; tcfb@msn.com; Robin Buckingham; Sarah Moorehead; scol461@ecy.wa.gov; bramwell@wsu.edu; Theresa.Nation@dfw.wa.gov

Subject: Upcoming TCD Workshops

Hi there,

I'm sending this email out to everyone in the VSP workgroup. I wanted to let you know that the Thurston Conservation District has three events coming up, and I wanted to invite you if you're interested in attending. To secure our funding next year, we have a public hearing for our Rates and Charges this coming Thursday, May 10th. We have a pasture management and pasture walk this upcoming Saturday, May 12th, where we will cover nutrient management, pasture renovation, rotational grazing, and paddock sizing. We'll also briefly talk about types of heavy use areas and sacrifice areas, but I will cover that in more detail in a workshop we will be teaching in September. We have an upcoming workshop on backyard habitat, where we will cover hedgerows, pollinator and bird habitat, and low impact development on Tuesday, May 22nd.

Please see the flyers attached to learn more, and reply to this email if you would like to RSVP or have any questions. Feel free to share these flyers with anyone in the community.

Warmly,

Nicole Warren

Natural Resource Technician

Thurston Conservation District

nwarren@thurstoncd.com

W: (360) 754-3588 x134 New Extension

C: (774) 262-6633



From: Cedarvillefarms [mailto:cedarvillefarms@aol.com]

Sent: Tuesday, May 8, 2018 4:30 PM

To: ran3624@yahoo.com; watersc@co.thurston.wa.us

Cc: Amy Hatch-Winecka; cravenbarb@outlook.com; murphyb@co.thurston.wa.us; TCFB_Brian@msn.com;

Sarah Moorehead

From: Howard Glastetter <howard.glastetter@comcast.net>
Sent: Thursday, May 10, 2018 6:46 AM
To: Clark@scc.wa.gov; rshultz@scc.wa.gov; Sarah Moorehead
Subject: Scheduled Rate Proposal

Gentlemen:

Please support the TCD rate proposal on today's TCD meeting agenda. The organization needs money to do its job helping local farms. It is a legal organization that performs a legitimate function. It should not be politicized, but be allowed the funds to do its job.

Sincerely,

Howard H Glastetter
Howard.glastetter@comcast.net
(360)491-6645

Everything should be as simple as it can be, but no simpler.
Albert Einstein

Sarah Moorehead

From: jacobsoy@aol.com
Sent: Thursday, May 10, 2018 11:49 AM
To: Sarah Moorehead
Subject: Testimony on Rate Proposal

Ms. Moorhead:

I will be unable to attend the Conservation Commission meeting today due to a conflicting meeting.

Please accept this email as my official testimony in favor of the rate proposal on the agenda.

Thank you.

Bob Jacobs
(360)352-1346

720 Governor Stevens Ave. SE
Olympia, WA 98501

jacobsoy@aol.com

Sarah Moorehead

From: Sharron Coontz <sharron.coontz@gmail.com>
Sent: Thursday, May 10, 2018 1:38 PM
To: Sarah Moorehead

Hello. I'm writing to comment in favor of the proposed ordinance allowing the Thurston Conservation District to pursue a system of rates and charges on properties within said district.

If you need more information than this to register my comments, please contact me at this email address or with the info below. Thank you. Sharron

Sharron Coontz
3716 85th NW
Olympia, WA 98502
360-866-7596
360-754-1562

Public Hearing for Proposed Ordinance for Thurston Conservation District Rates and Charges Funding - 5/10/2018

I support the proposed change to a rates and charges funding system of taxation from the assessment system used in the past. We in Thurston County need a consistent and defensible funding base for the Thurston Conservation District.

I am a Thurston County resident and taxpayer residing at 2201 59th Ave NW Olympia, WA 98502. We need the consistent and professional access to conservation district staff to conserve, preserve, enhance and provide educational resources to our community to protect and sustain our quality of life for all living things. I have worked with TCD staff for the past 30 years. They are incredible at promoting knowledge, access to, and use of native plants for food, pollinators, habitat and protection of our water resources and green spaces. The knowledgeable staff is amazing at working with schools, students and teachers, tribes, and community members to educate about the importance of environmental quality for people, salmon and the web of life. They also provide feedback about the health of our watersheds, and proactive approach to preserving, protecting and improving the environment for current and future generations. The staff are the gatekeepers of our quality of life in Thurston County. They collaborate with many

government and non-government organizations (NGO's) to protect and enhance salmon runs, sustainable agricultural and forestry practices, and promote low impact development. These valuable staff members create the potential for both communities and nature to thrive. These rates and charges are a small price to pay for protecting, maintaining and educating our community on positive life choices. I recommend that the board of supervisors adopt the new rates and charges system for taxation and that it be approved by the Thurston County Commissioners.

Sincerely,

Robert B. Barnes

2201 59th Ave NW

Olympia, WA 98502

360-915-4599

hollyacres@comcast.net



Olympia High School

1302 North Street SE
Olympia, WA 98501

Phone: 360 596-7000 Fax: 360 596-7001 Website: <http://olympia.osd.wednet.edu>

Patrick C. Murphy, Superintendent - Matthew H. Grant, Principal

Mick Hart, Asst. Principal - Andra Kelley Batstone, Asst. Principal - Lindsay Welsh, Asst. Principal - Gordon Chamberlain, Dean of Students

MAY 10 REC'D

May 4, 2018

Thurston Conservation District
2918 Ferguson St SW Suite A
Tumwater, WA 98512

Re: Written comments on proposed ordinance

Dear TCD Board of Supervisors,

My name is Heidi Kirk and I am a teacher at Olympia High School. For the past 15 years I have partnered with South Sound GREEN. Because of this partnership I have received training in water quality monitoring. I look forward every year to the professional development they offer in the summer on issues such as forests, estuaries, prairies, watersheds, rain gardens, shorelines & shellfish, etc. My students have had the pleasure of field trips to monitor the chemical and biological water quality of local rivers. I have been connected with guest speakers to use in class. I borrow a compelling video on climate change to show my students. This program helps my students see their world as a connected ecosystem. The things they do or don't do will affect the whole. In a time where the news is often doom and gloom, they can feel empowered to make positive changes and steward this world we live in. I urge you to continue to fund and support this program.

Respectfully,

Heidi Kirk

Olympia High School
1302 North St SE
Olympia, WA 98501

hkirk@osd.wednet.edu

Sarah Moorehead

From: Lisa Ornstein <lisa.ornstein@hotmail.com>
Sent: Monday, May 14, 2018 4:57 AM
To: Sarah Moorehead
Subject: I support the implementation of a system of Rates & Changes to re-establish public funding for collection 2019-2023

To whom it may concern,

As a proud citizen of Thurston County, I want to voice my strong support for the proposed Ordinance at the Thurston Conservation District to implement a system of Rates & Charges that would re-establish our public funding structure for collection in 2019-2023.

This ordinance will help to stabilize funding at the TCD and ensure that it is able to carry out its important work of technical assistance, landowner and youth education, and over all administration funding for Thurston CD.

Sincerely,

Lisa Ornstein
3010 28th Ave. S.E.
Olympia, WA 98501



South of the Sound Community Farm Land Trust

P.O. Box 12118, Olympia, WA 98508 (360) 353-4838
www.communityfarmlandtrust.org

May 16, 2018

Thurston Conservation District
% of smoorehead@thurstoncd.com

RE: Rates and Fees

Dear Conservation District Commissioners,

We, the South of the Sound Community Farm Land Trust support the proposed Rates and Charges system, and urge the TCD Board to pass the proposal. TCD staff recommendations are well researched and sound. TCD staff show consistently excellent expertise and commitment to service for land managers, benefiting Thurston County economically and environmentally.

As an organization focused on keeping farmland in production and to provide access to affordable farmland for young farmers, we applaud the work the TCD staff in supporting the farming community. TCD staff are a valuable resource on many agriculture-related issues. For example, we appreciate the work of the TCD to offer Farm Succession Planning Courses. We were pleased to participate with other land trusts in the session held in January of 2016.

We admire the work of your interim director, Sarah Moorehead. She leads an expert staff and excellent programs at Thurston Conservation District. Anything that helps TCD continue its strong mission deserves support.

TCD needs full and reliable funding. Approval of the rates and charges proposal will help.

Sincerely,

Loretta Seppanen, Board Chair

CC: SSCFLT Board

Sarah Moorehead, Interim Executive Director & Agricultural Outreach Specialist

Visit us at our offices on the second floor of the Thurston Conservation District offices -2918 Ferguson St SW #1-A, Tumwater, WA 98512

SSCFLT is a 501(c)3 non-profit organization # 91-1956115

Sarah Moorehead

From: Ron Holtcamp <rholtcamp@comcast.net>
Sent: Thursday, May 17, 2018 7:40 PM
To: Sarah Moorehead
Subject: Support for TCD Rates & Charges

Ms Sarah Moorehead
Acting Director
Thurston Conservation District
2918 Ferguson ST SW Ste A
Tumwater, WA 98512

Dear Ms. Moorehead,

As stated at the Public Hearing on May 10, I endorse and support submitting the proposed rates and charges for funding the Thurston Conservation District (TCD) to the Thurston County Commissioners for approval.

I am a lifelong resident of Washington, having been born in the same year as creation of the TCD (1947). After obtaining a B.S. degree in Forest Management from Washington State University, I moved to Olympia. My wife and I have owned a home in Olympia since 1972, and thus have been property taxpayers for over 45 years.

My past experiences with TCD programs and staff have been very positive. I fully believe those programs and personnel have benefited all who reside in the TCD and beyond. A stable funding source will allow TCD to leverage for significantly more dollars needed to meet its overall budget.

Thank you.

Sincerely,

Ronald J. Holtcamp
525 Eskridge Way SE
Olympia, WA 98501-3451
360-943-8259

May 18, 2018

Thurston Conservation District Board of Supervisors
2918 Ferguson St. SW
Building #1, Suite A
Olympia, WA 98512
ATTN: Sarah Moorehead

Dear Board of Supervisors:

Thank you for the opportunity to comment on the proposal to implement a Rates and Charges funding structure for the Thurston Conservation District.

The Henderson Inlet and Nisqually Reach Shellfish Protection Districts' Stakeholder Committee for Thurston County advises the Board of County Commissioners on issues pertaining to bacteria pollution and other water quality issues in Henderson Inlet and Nisqually Reach. The TCD has been an important partner in the effort to improve water quality and re-open shellfish beds in Thurston County.

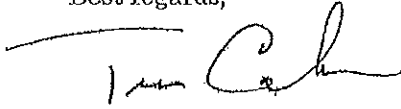
Each year the SPD Committee seeks proposals for projects and educational activities that will help improve water quality in Henderson Inlet and Nisqually Reach. As you know, in past years, the Shellfish Protection District Fund has been funded by a 28% set aside of the Thurston Conservation District's annual assessment. This percentage represented the proportional amount of the Conservation District assessment paid for by residents of the Henderson and Nisqually Reach Watersheds. In 2017, this funding source was affected by the loss of base funding for the TCD.

At our Tuesday, May 15th meeting, the committee members unanimously agreed to send a comment letter supporting the establishment of a rates and fees base funding structure for the TCD, with the added request that this funding structure continue to support the proportional financial collaboration between the TCD and SPD. Continuing this partnership will help assure that the successes seen from past work are not lost to neglect.

The use of these dedicated annual funds received from within the SPD's boundaries will allow successful water quality improvement projects, public outreach, and special programs occurring within the two watersheds to continue, and allow for new ideas to be reviewed for applicability to the improvement of water quality. A local source of dedicated funding, such as the Shellfish Fund, is the best way to address pressing local problems. This continued funding support will help us achieve the goal of having all marine water testing stations meet the standards for shellfish harvest. In addition to the peace of mind garnered with improved water quality and the uses for recreational shellfish activities, sustaining and increasing areas for shellfish harvest benefits our local economy – through both jobs and sales revenue – and supports tribal treaty rights.

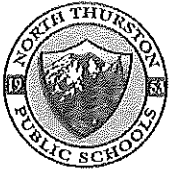
We would like to thank the TCD for its past support and participation in the SPD's efforts, and hope you will continue to show leadership as an active partner in the improvement to quality of life in our Shellfish Protection Districts and Thurston County.

Best regards,

A handwritten signature in black ink, appearing to read "Tris Carlson". The signature is fluid and cursive, with a long horizontal stroke at the beginning.

Tris Carlson
Chair, Henderson Inlet and Nisqually Reach Shellfish Protection Districts Combined
Advisory Committee

CC:
Thurston County Board of Commissioners
Representative Laurie Dolan, State District 22
Representative Beth Doglio, State District 22
Senator Sam Hunt, State District 22



MAY 21 REC'D

Bower Learning Center

NORTH THURSTON PUBLIC SCHOOLS

4111 6th Avenue N.E. Lacey, WA 98516
(360) 412-4590 • Fax (360) 412-4564

Dear Members of the Thurston Conservation District Board of Supervisors,

For the past 26 years South Sound GREEN has worked closely with their community partners to support our teachers from 13 elementary schools, 5 middle schools, and 4 high schools to engage North Thurston Public Schools students in water quality testing on local rivers, participation in environmental service projects, student GREEN congress at Evergreen State College, and providing the support and expertise needed to involve our students in field experiences throughout the Puget Sound watershed. *Thousands* of our K-12 students and teachers have benefited from their dedication, partnerships, and the specialized and extremely impactful watershed education they have offered our school district for over 2 decades.

In our roles as science instructional coaches, mentoring and supporting teachers in field based education is dependent on our strong connection and partnership of Thurston Conservation District's watershed education program through South Sound GREEN. This partnership is crucial to our work as this group's organization and facilitation of learning in the field makes equitable learning projects for our students possible. A majority of our students from low to moderate income families, who often do not have the resources for hands-on science experiences in the field, now have broadened perspectives and connections to our local ecosystem and a greater sense of place because of South Sound GREEN.

In addition, teacher leaders in our district have prioritized learning experiences supported by South Sound GREEN as part of their core curriculum; decisions our school board, superintendents and directors, and community have backed as part of the culture of "what we do" in North Thurston Public Schools and is now included in our District Strategic Plan. Teachers often share how thankful they are for South Sound GREEN's support and coordination with community partners, their gift of time invaluable to busy teachers, as well as funding for buses and substitutes needed to cover classes so that teachers can attend outdoor learning with their students. The Teacher Networking Meetings and Summer Teacher Institutes are very valuable to our teachers as well.

Please consider continuing your funding and current level of support of South Sound GREEN in your organization. Without their support we would not have the ability to offer these experiences for our students, or the excellent professional development on watershed education and environmental literacy they have offered to our teachers. South Sound GREEN has had a huge impact on the development of our future land stewards in Thurston County.

Respectfully,

A handwritten signature in dark ink, appearing to read "D. Reimer".

Dixie Reimer
Science Instructional Specialist
North Thurston Public Schools
Thurston County Taxpayer

A handwritten signature in dark ink, appearing to read "Heather Sisson".

Heather Sisson
Science Instructional Specialist
North Thurston Public Schools
Thurston County Tax Payer

BOARD OF DIRECTORS

GRETCHEN MALISKA • CHUCK NAMIT • MELISSA HARTLEY • GRAEME SACKRISON • DAVID NEWKIRK
EQUAL EDUCATIONAL OPPORTUNITIES - EQUAL EMPLOYMENT OPPORTUNITIES



Thurston Conservation District

RESOLUTION

Resolution #2018-01

Subject: Rates & Charges – Adopting a System of Rates and Charges

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THURSTON CONSERVATION DISTRICT, RELATING TO A SYSTEM OF RATES AND CHARGES; PROPOSING A SYSTEM OF RATES AND CHARGES TO THURSTON COUNTY, WASHINGTON; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERETO, ALL AS MORE PARTICULARLY SET FORTH HEREIN.

THE BOARD OF SUPERVISORS OF THURSTON CONSERVATION DISTRICT, WASHINGTON, does hereby resolves as follows:

SECTION 1. FINDINGS AND DETERMINATIONS.

The Board of Supervisors (the “Board”) of Thurston Conservation District, Thurston County, Washington (the “District”) hereby makes the following findings and determinations:

1.1. The District is a governmental subdivision of the State of Washington and a public body corporate and politic, created in Thurston County and operating since 1947. As a requirement for District formation, the State Conservation Commission found that “the public health, safety, and welfare warrant the creation” of the District. RCW 89.08.080. In addition, the Legislature made express findings relating to conservation districts, stating that “the preservation of these lands is necessary to protect and promote the health, safety, and general welfare of its people” and that “it is hereby declared to be the policy of the legislature to provide for the conservation of the renewable resources of the state...and thereby...to protect and promote the health, safety, and general welfare of the people of the state.” RCW 89.08.010. Under chapter 89.08 RCW, the Legislature has provided that the services, improvements and programs of the District are necessary to the public health, safety and welfare of the District and the state. The District exercises public health, safety and welfare (police power) functions in those portions of unincorporated Thurston County, the municipalities of Lacey, Olympia, and Tumwater and those portions of the municipalities of Rainier, Tenino, and Yelm.

1.2 Improper land-use practices have caused and have contributed to, and are now causing and contributing to, a progressively more serious erosion of the lands of the District. It is necessary that land-use practices contributing to soil wastage and soil erosion be discouraged and discontinued, and appropriate soil-conserving land-use practices, and works of improvement for flood prevention of agricultural and nonagricultural phases of the conservation, development, utilization and disposal of water be adopted and carried out to preserve natural resources, protect public lands, and protect and promote the health, safety and general welfare of the people of the District (the “Conservation Projects”). The District programs assist land to be managed for sustainable, profitable production of food and crops as a better choice than lands left to become filled with noxious weeds or converted to polluting activities. Many District

programs are designed to help private land managers do a better job of protecting natural resources as they make a living from their land.

1.3 Pursuant to chapter 89.08 RCW, the District is responsible for and authorized to carry out Conservation Projects within the District, including but not limited to soil conservation; measures to address property compliance with Clean Water Act standards; habitat protection; habitat restoration and technical assistance; education; water quality monitoring; rain garden programs; invasive species programs; and, agriculture and forest land assistance. District programs, Conservation Projects and improvements include:

1.3.1 Purchase properties or conservation easements to protect high-quality wildlife habitat and productive working lands which support the District's resource conservation mission. Implement appropriate habitat restoration or enhancement projects. Maintain existing agricultural activities to preserve local farmland and support local agricultural producers, including providing access to fresh, local food to all residents of the District by working with Thurston County Food Bank, Garden Raised Bounty and Victory Farm, Catholic Community Services, area farmers markets, school and community gardens, and other programs. Operate the South Sound FarmLink program to connect farmers and landowners to keep farmland productive and support our local agricultural economy.

1.3.2 Cooperative activities to restore high-quality habitat include personal site visits with landowners; development of best management practices and conservation plan; recommendations for invasive/non-native weed eradication; project coordination and implementation (e.g. stream planting with volunteers). In addition, the district facilitates a cost share program to implement best management practices including, but not limited to: manure storage structures, livestock fencing, etc. that result in an economic benefit to working lands. Many local, state and federal agencies are working to save threatened and endangered species. Unlike most others, the District works directly with private landowners who have direct control over management activities on their lands, for the benefit of those properties and the land and waters of the District.

1.3.3 Promote District-wide best management urban, suburban and rural conservation practices through education and outreach activities such as workshops, community forums and field tours. Participate in local working groups such as Thurston EcoNetwork, Thurston County Agricultural Committee, Shellfish Protection District Stakeholders Group and South Sound Food Systems Network. Lead projects at the request of partners (cities and Thurston County) to help them meet Habitat Conservation Plan and Voluntary Stewardship Program goals and requirements, along with meeting Clean Water Act standards.

1.3.4 Provide District-wide water quality improvement upon urban, suburban and rural properties by conducting water quality trainings and workshops, such as the agricultural runoff and riparian buffer workshop. Lead field trips on topics including water quality, flood prevention, native plants, stormwater, stream ecology, and agricultural best management practice implementation. Promote best management practices at fairs, festivals and other public events. Lead community volunteer groups to restore riparian areas on streams and lakes of Thurston County. Restore access to and condition of fish habitat in streams and rivers in the District by removing fish passage barriers (culverts, etc.) and improving habitat conditions (instream and riparian). Partner with municipalities, the Thurston County Public Health and Social Services, the Washington Department of Ecology, and USGS on specific projects (e.g. TMDL monitoring, groundwater model). All of these programs offset the cost of Clean Water Act compliance on other entities and ratepayers.

1.3.5 Conserve and protect high quality agricultural soils by providing landowner education and development of a best management practices plan to help livestock owners comply with mandated County regulations, thereby offsetting the cost and burden of the impacts of certain agricultural impacts. Act as hub for county-wide partnership of individuals, organizations and government agencies to support local agricultural economy. Provide technical assistance and funding opportunities for market-based incentives which retain high quality agricultural soils through prevention of land conversion to residential or commercial land use. Serve local farm businesses and all market-based agricultural support organizations with technical assistance to the benefit of both the agricultural community and the District residences who receive increased and consistent access to local produce, meats and other products. Provide resources to help keep farmers on the land (e.g. mobile small farm equipment, poultry processing unit, soil fertility analysis and other agriculture infrastructure).

1.3.6 Educate the community through events along waterways draining into recreational and commercial shellfish production areas to prevent damage to shellfish beds caused by erosion and sedimentation of stream channels, reservoirs, dams, ditches, and harbors; loading the air with soil particles; loss of fertile soil material in dust storms; and the accumulation of soil on lower slopes and its deposit over alluvial plains. Educate the public about the importance of conservation and restoration of natural resources for the working waterfront, shellfish, aquatic health, food, water quality, slope stabilization, and habitat.

1.3.7 Ignite student curiosity and create hands-on learning opportunities through South Sound GREEN (Global Rivers Environmental Education Network). This watershed education program in Thurston County educates, empowers and connects about 50 classrooms and 1200 students in watershed studies annually. Through South Sound GREEN, participants engage in science and engineering practices related to water quality in South Sound. Participants include: North Thurston Public Schools, Olympia School District, Tumwater School District, Rainier School District, Griffin School District, St. Martin's College, The Evergreen State College, private schools and home-schooled students. Support is provided by private landowners; Thurston County; and the cities of Olympia, Lacey and Tumwater.

1.3.8 Improve forest health and reduce wildfire fuels by partnering with landowners, Fire Districts, non-governmental organizations, and local, state, federal agencies to complete projects to reduce wildland fire risks with a focus on Community projects that involve multiple landowners and to complete projects to improve forest health by reducing the potential of damage from pests and disease.

1.4 Part of the regulations and controls under both federal and state law regarding water pollution is the establishment and maintenance of appropriate measures for education and implementation of best management practices. See 33 U.S.C. 1251 et seq.; 40 CFR 122.26(d)(2)(iv) (required measures for State NPDES programs including education and planning to implement best management practices and control techniques to reduce pollutants). The District provides such service, both independently and together with Thurston County and cities within the District.

1.5 Certain properties within the District receive direct or indirect benefit from the carrying out of Conservation Projects. Direct benefits are those benefits arising out of Conservation Projects conducted on property that benefits such property. Indirect benefits are those benefits received by property (e.g., downstream or adjacent parcels), but arising out of Conservation Projects conducted on other property.

1.6 It is appropriate for property owners within the District that benefit either directly or indirectly from the Conservation Projects to pay for the cost of carrying out the District's Conservation Projects.

1.7 The District engaged FCS Group ("FCS"), an independent financial consulting firm that provides economic, public finance, management consulting, and financial (rates, charges, and fees) services to public sector entities throughout the country, including city and county governments, utilities, municipal corporations and ports, special purpose districts, and state agencies. FCS has evaluated the services provided by the District and has developed a rate structure, as part of the Thurston Conservation District Rate Study (FCS Group, 2017) that allocates the costs of District services to classes of property.

1.8 In determining a rate structure, the Board has considered the discretionary factors set forth by the Legislature in Chapter 60, Laws of 2012, including:

1.8.1 Services furnished, to be furnished, or available to landowners in the District;

1.8.2 Benefits received, or to be received, or available to property in the District;

1.8.3 The character and use of land in the District;

1.8.4 The nonprofit public benefit status of land users in the District;

1.8.5 The income level of persons served or provided benefits, including senior citizens and disabled persons; and

1.8.6 Other matters that present a reasonable difference as a grounds for distinction among properties.

1.9 The Board finds that ten classes or categories of property are appropriate: residential, commercial, transportation, trade, services, recreational, agricultural, resource lands, forest land, and undeveloped/open space, as further defined in this Resolution. There is a rational basis for distinguishing land within the District into classes on the basis of property use and the variation of properties within these classes is found to reflect differences in services and/or benefits received, to be received or available from the Conservation Projects.

1.10 The Board finds that it is appropriate to assign weighting factors to each class of property that reflect distinctions among those properties relating to the services and/or benefits received, to be received or available from the District. The weighting factors include (1) services and/or benefits received, to be received or available that are insignificant or immeasurable to certain property; (2) services and/or benefits received, to be received or available to classes of property to a lesser degree; and, (3) services and/or benefits received, to be received or available that more fully support property (compared to other classes of property). There is a rational basis for distinguishing services/benefits received or available from District services and Conservation Projects with the use of such weighting factors and the variation of services/benefits within these factors is found to be minor and to reflect only minor differences in services benefit received or available from the Conservation Projects.

1.11 The administrative cost of calculating the charge for each individual property and maintaining accurate information would be very high. Therefore, a flat charge for each parcel within each property class is less costly to administer than calculating a separate charge for each parcel and is equitable because of the similarities of the characteristics and uses within each property class. The District considered but determined a per acre charge may result in miscalculations and confusion among rate payers and was not appropriate for use at the current time.

1.12 The rates proposed to Thurston County ("County") by this Resolution were calculated within the parameters of a rate model from the FCS Rate Study. Under the rate model, the estimated annual costs of each Conservation Project were allocated to ratepayers as follows:

- 1.12.1 number of parcels in each of the property categories;
- 1.12.2 direct and indirect services/benefits received by or available to property within each property category, as generally described in this Resolution; and
- 1.12.3 a weighting factor reflecting the degree of services/benefits received by or available to each property class for each Conservation Project as described in Section 1.10, above.

1.13 The FCS Rate Study calculated rates per parcel per year for seven of the classifications, as follows: residential (\$5.3600), commercial (\$5.3500), transportation (\$5.3500), trade (\$5.3500), services (\$5.3500), recreational (\$5.3500), resources ag/agricultural (\$5.3600), resource (\$5.3500), forest land (\$5.3500), and undeveloped/open space (\$5.3500). The rate model provides a reasonable basis for establishing the rates proposed by this Resolution.

| Land Use Category | | Calculated Rates | |
|-------------------|---------------------------------|------------------|-----------|
| | | Per Parcel | Per Acre |
| 1 | Residential | \$ 5.3600 | \$ 0.1300 |
| 2 | Commercial | \$ 5.3500 | \$ 0.1300 |
| 3 | Transportation | \$ 5.3500 | \$ 0.1300 |
| 4 | Trade | \$ 5.3500 | \$ 0.1300 |
| 5 | Services | \$ 5.3500 | \$ 0.1300 |
| 6 | Recreational | \$ 5.3500 | \$ 0.1300 |
| 7 | Resources AG | \$ 5.3600 | \$ 0.1300 |
| 8 | Resources | \$ 5.3500 | \$ 0.1300 |
| 9 | Resource Designated Forest Land | \$ 5.3500 | \$ 0.1300 |
| 10 | Undeveloped/Open Space | \$ 5.3500 | \$ 0.1300 |
| TOTAL | | | |

As adjusted proportionally: residential (\$5.0000), commercial (\$4.9900), transportation (\$4.9900), trade (\$4.9900), services (\$4.9900), recreational (\$4.9900), resources ag/agricultural (\$5.0000), resource (\$4.9900), forest land (\$2.9900), and undeveloped/open space (\$4.9900), such rates do not exceed the maximum rates permitted under Chapter 60, Laws of 2012. These rates are an allocable share of the costs of services/benefits received or available to the property owners in the District from District services, programs and Conservation Projects, all for the preservation of natural resources, protection of public lands and waters, and protection and promotion of the health, safety and general welfare of the lands and people of the District.

| Land Use Category | | Calculated Rates | |
|-------------------|---------------------------------|------------------|-----------|
| | | Per Parcel | Per Acre |
| 1 | Residential | \$ 5.0000 | \$ 0.1000 |
| 2 | Commercial | \$ 4.9900 | \$ 0.1000 |
| 3 | Transportation | \$ 4.9900 | \$ 0.1000 |
| 4 | Trade | \$ 4.9900 | \$ 0.1000 |
| 5 | Services | \$ 4.9900 | \$ 0.1000 |
| 6 | Recreational | \$ 4.9900 | \$ 0.1000 |
| 7 | Resources AG | \$ 5.0000 | \$ 0.1000 |
| 8 | Resources | \$ 4.9900 | \$ 0.1000 |
| 9 | Resource Designated Forest Land | \$ 2.9900 | \$ 0.0100 |
| 10 | Undeveloped/Open Space | \$ 4.9900 | \$ 0.1000 |
| TOTAL | | | |

1.14 The rates proposed herein to pay the costs of carrying out the Conservation Projects are fees for which the federal government is liable under the Clean Water Act to the same extent as any other classification of land. 33 U.S.C. § 1323(a), and Pub.L. 111-378, § 1, 124 Stat. 4128 (2011); and, *United States of America v. City of Renton, et al.*, Western District of Washington Cause No. C11-1156JLR (2012).

1.16 The consideration, development, adoption and implementation of the rates proposed herein follows the public hearing held on May 10, 2019, held by the District pursuant to RCW 89.08.400(2), public notice of which was properly provided by postings throughout the District and through publication.

1.17 By Resolution No. 2018-02, the District has established a process providing for landowner appeals of the individual rates as may be applicable to a parcel or parcels.

SECTION 2. DEFINITIONS.

2.1 "Billing year" means the calendar year that bills are sent through the property tax statement.

2.2 "Commercial land" means those parcels in the Thurston County Assessor's property classifications of: 21 - Commercial – Food; 24 - Commercial - Lumber and Wood; 29 - Commercial - Petroleum Refining and & Allied Industries; 34 - Commercial - Fabricated Metal Products; 35 -Commercial - Professional, Scientific, and Control Instruments, Photographic, Clocks, etc.; 39 - Commercial - Misc Commercial.

2.3 "Forest land" means those parcels in the Thurston County Assessor's property classifications of:

2.4 "Parcel" means the smallest separately segregated unit or plot of land having an identified owners(s), boundaries, and areas as defined by the Thurston County Assessor and recording in the Thurston County Assessor real property file or maps, and assigned a separate property tax account number.

2.5 "Recreational land" means those parcels in the Thurston County Assessor's property classifications of: 71 - Recreational – Cultural; 72 - Recreational - Public assembly; 73 - Recreational – Amusements; 74 - Recreational - Rec. Activities; 75 - Recreational - Resorts & Group Camps; 76 - Recreational – Parks; 79 - Recreational - Other Recreational.

2.6 "Residential land" means those parcels in the Thurston County Assessor's property classifications of: 11 - Residential - Single Family; 12 - Residential - 2-4 Units; 13 - Residential – Multiunits; 14 - Residential – Condo; 15 - Residential - MH Park; 16 - Residential -

Hotels/Motels; 17 - Residential - Institutional lodging; 18 - Residential - All other; 19 - Residential - Vacation and Cabin.

2.7 "Resource land" means those parcels in the Thurston County Assessor's property classifications of: 85 - Resource – Mining; 86 - Resource - Marijuana Grow Operations.

2.8 "Resource AG land" means those parcels in the Thurston County Assessor's property classifications of: 81 - Resource – Agriculture; 83 - Resource - Agriculture Current Use.

2.9 "Resource Designated Forest land" means those parcels in the Thurston County Assessor's property classifications of: 88 - Resource - Designated Forest Land.

2.10 "Services land" means those parcels in the Thurston County Assessor's property classifications of: 61 - Services - Finance/Insurance/RealEstate; 62 - Services – Personal; 63 - Services – Business; 64 - Services – Repair; 65 - Services – Professional; 66 - Services – Contract; 67 - Services – Governmental; 68 - Services – Educational; 69 - Services – Misc.

2.11 "Trade land" means those parcels in the Thurston County Assessor's property classifications of: 52 - Trade - Retail Trade; 53 - Trade - General Merchandise; 54 - Trade – Food; 55 - Trade – Auto; 56 - Trade – Apparel; 57 - Trade - Furniture & Equipment; 58 - Trade - Eating & Drinking; 59 - Trade – Other.

2.12 "Transportation land" means those parcels in the Thurston County Assessor's property classifications of: 41 - Transportation – Railroad; 42 - Transportation - Motor Vehicle; 43 - Transportation – Aircraft; 44 - Transportation - Marine Craft Transportation; 45 - Transportation – Highway; 46 - Transportation - Auto Parking; 47 - Transportation – Communication; 48 - Transportation – Utilities; 49 - Transportation – Other.

2.13 "Undeveloped/Open Space land" means those parcels in the Thurston County Assessor's property classifications of: 91 - Undeveloped – Land; 93 - Undeveloped - Water areas; 94 - Undeveloped - Open Space; 95 - Undeveloped - Timber Land Per RCW 84.34.

2.14 It is the intent of the District that all parcels within the District fall within one of the land classifications defined in this Section. In the event any parcel is inadvertently excluded from any of the land use classifications defined in the Resolution, or Thurston County adopts new land classifications or revises existing land use classifications after the effective date of this Resolution, or for any other reason, the omitted parcel shall be deemed to fall within the land use classification that is most similar to the omitted parcel.

SECTION 3. RATE SCHEDULE. The following rate schedule is proposed to the County for a term of five (5) years, unless modified by subsequent District action and County approval. The Board may recommend adjustment of these rates from time to time, to reflect the budgeted costs of carrying out the District's improvements, services and Conservation Projects and any changes in land categories. The rates are as follows.

3.1 The rate for residential land shall be \$5.00 per parcel per year.

3.2 The rate for commercial land shall be \$4.99 per parcel per year.

3.3 The rate for transportation land shall be \$4.99 per parcel per year.

3.4 The rate for trade land shall be \$4.99 per parcel per year.

3.5 The rate for services land shall be \$4.99 per parcel per year.

3.6 The rate for recreational land shall be \$4.99 per parcel per year.

3.7 The rate for resources ag land shall be \$5.00 per parcel per year.

3.8 The rate for resource land shall be \$4.99 per parcel per year.

3.9 The rate for forest land shall be \$2.99 per parcel per year.

3.10 The rate for undeveloped/open space land shall be \$4.99 per parcel per year.

Specific rates per parcel shall be shown on a spreadsheet provided by the District to the Thurston County Assessor, consistent with Chapter 89.08 RCW.

SECTION 4. IMPLEMENTATION. The Executive Director is authorized and directed to take all appropriate and necessary acts to implement this Resolution, including presentation of this Resolution to the County and coordination with the County, including the County Assessor, and correction of any parcel's classification or classification reference in Section 2.

SECTION 5. RATIFICATION AND CONFIRMATION. Any action taken consistent with the authority and prior to the effective date of this Resolution is hereby ratified, approved and confirmed.

SECTION 6. EFFECTIVE DATE.

This Resolution shall become effective immediately upon its adoption.

**ADOPTED BY THE BOARD OF THE THURSTON CONSERVATION DISTRICT,
WASHINGTON ON _____, 2018 AND EFFECTIVE IMMEDIATELY.**

SIGNED:

ATTEST:

Eric Johnson, Board Chair

Name, title



Thurston Conservation District

RESOLUTION

Resolution #2018-02

Subject: Rates & Charges – Establishing a Process for Landowner Appeals of Rates and Charges

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THURSTON CONSERVATION DISTRICT, RELATING TO A SYSTEM OF RATES AND CHARGES; ESTABLISHING A PROCESS TO PROVIDE FOR LAND OWNER APPEALS OF RATES AND CHARGES AS APPLICABLE TO A PARCEL OR PARCELS; AND, PROVIDING FOR OTHER MATTERS PROPERLY RELATED THERE TO ALL AS MORE PARTICULARLY SET FORTH HEREIN.

**THE BOARD OF SUPERVISORS OF THURSTON CONSERVATION DISTRICT,
WASHINGTON, does hereby resolves as follows:**

SECTION 1. FINDINGS AND DETERMINATIONS.

The Board of Supervisors (the “Board”) of Thurston Conservation District, Thurston County, Washington (the “District”) hereby makes the following findings and determinations:

- 1.1. By Resolution No. 2018-01, the District has proposed to Thurston County (“County”) a system of rates and charges to pay for the costs of carrying out the District’s programs, services and Conversation Projects, pursuant to Chapter 60, Laws of 2012.
- 1.2 Chapter 60, Laws of 2012 provides that the District shall establish by resolution a process for landowner appeals of rates or charges (collectively, “rates”) as applicable to a parcel or parcels.
- 1.3 The process authorized by the Legislature for the District’s collection of rates is through the Thurston County-managed property tax statement. This Resolution establishes an appeal process, as required by Chapter 60, Laws of 2012, that is available to owners of property following receipt of annual property tax statements.

SECTION 2. APPEAL OF RATES.

- 2.1 Any person subject to rates as proposed by Resolution No. 2018-01, may appeal a rate by applying in writing to the District. The rate appealed must first be paid. Filing an appeal does not extend the period for payment of the rate. Delinquent accounts will not be acted upon until paid in full.
- 2.2 An appeal and request for a bill adjustment may be based on one or more of the following:
 - 2.2.1 The area of the parcel is incorrect;
 - 2.2.2 The property is not assigned the proper rate category;
 - 2.2.3 The parcel is wholly or partially outside the District boundaries; or

2.2.4 The rate is otherwise erroneous in applying the terms of Resolution No. 2018-01, as adopted by Thurston County.

2.3 Any appeal and application for adjustment may be made to the District and shall be decided by the District Board of Supervisors. The burden of proof shall be on the appellant to show that the rate adjustment sought should be granted. All decisions of the District regarding an appeal shall be final and conclusive.

2.4 Any appeal and application for rate adjustment must be filed no later than twentyone (21) days after the date first payment of annual property taxes are due. An appeal shall contain the Thurston County account number (for the property tax parcel identification number); the name of the owner of the property; a written statement of the basis for the appeal; address of the owner if different from the address shown on the records of Thurston County assessor; appellant's phone number(s) for communication with the appellant; and, the signature of the owner(s) of the property. An appellant is responsible for advising the District of any change in any mailing address or phone number. Failure to respond to District communications regarding an appeal shall be grounds for dismissal of the appeal.

2.5 Hearing Process.

2.5.1 Prehearing Conference. Once an appeal has been timely filed, the Executive Director shall schedule a Prehearing Conference with the appellant within fourteen (14) days. An appellant is required to participate in the Prehearing Conference to assist in expediting the appeal, setting a hearing date and identifying potential for settlement. If the hearing date is not established at the Prehearing Conference, the District shall give separate written notice to appellant no later than fourteen (14) days prior to the hearing.

2.5.2 Expert Witnesses. An appellant shall file in writing, if at all, direct expert testimony from each of appellant's expert witnesses, along with copies of any exhibits introduced through or relied upon by the expert witnesses. Filing of expert testimony and supporting documents (including pictures, drawings or other documents) shall be no later than seven (7) days prior to the appeal hearing.

2.5.3 Appeal Hearing. The hearing shall consist of the following:

A. Opening Statements.

B. Appellant's Case. An appellant's case at the hearing shall be limited to the presentation of lay testimony, to cross-examination by District of any witness whose testimony has been offered by appellant, including expert witnesses whose testimony has been offered in writing pursuant to this rule, and to appellant's redirect examination of any witness from whom cross-examination testimony is taken.

C. District's Case. The District's case at the hearing shall be limited to the presentation of lay testimony, to cross-examination by appellant of any witness whose testimony has been offered by District, including expert witnesses whose testimony has been offered in writing, and to District's redirect of any witness from which cross-examination testimony is taken.

D. Closing Argument.

E. Decision. The Board shall enter a written decision within 14 days after the close of record of the Appeal hearing.

2.6 If the District grants an adjustment which reduces the charge for the current year, the applicant shall be refunded the amount overpaid. If the District determines that an adjustment

should be made which increases the charge due for the current year, the applicant shall receive a supplemental bill that will be due within forty-five (45) days of the date of issue. An appellant seeking a rate adjustment shall be notified in writing of the District's decision.

2.7 The final written decision of the Board of Supervisors may be appealed, if at all, to Thurston County Superior Court no later than twenty-one (21) days of the date of the Board's written decision. The party appealing to Superior Court shall bear the cost of production of the record of hearing before the Board for filing with the Court, such cost to be recoverable in the determination of the Superior Court that the party appealing to the Superior Court substantially prevailed in the appeal.

SECTION 3. EXECUTIVE DIRECTOR AUTHORITY.

The District's Executive Director is authorized prior to or after the hearing under Section 2.5, to settle claims and resolve disputes over rates, rate category or classification, and other matters applicable to parcels that are subject to appeal. The Executive Director shall report such settlements to the Board at a regularly scheduled meeting, within 90 days.

SECTION 4. RATIFICATION AND CONFIRMATION.

Any action taken consistent with the authority and prior to the effective date of this Resolution is hereby ratified, approved and confirmed.

SECTION 5. EFFECTIVE DATE.

This Resolution shall become effective immediately upon its adoption.

**ADOPTED BY THE BOARD OF THE THURSTON CONSERVATION DISTRICT,
WASHINGTON ON _____, 2018 AND EFFECTIVE IMMEDIATELY.**

SIGNED:

ATTEST:

Eric Johnson, Board Chair

Name, title

Tab 4

**CONSTRUCTION CONTRACT for
East Fork McLane Creek Fish Passage Barrier Removal and Bridge
Installation Project**

THIS CONTRACT, made and entered into this 29th day of May, 2018, shall be the agreed basis of performing the following work by and between TCD, hereinafter referred to as the Owner, and

Kysar & Koistinen, Inc

PO Box 2213

Woodland, WA 98674

Telephone 360.600.6050 Fax

hereinafter referred to as the Contractor.

WITNESSETH: Whereas the parties hereto have mutually covenanted and by these presents do covenant and agree with each other as follows:

FIRST: The Contractor agrees to furnish all material, labor, tools, equipment, apparatus, facilities, etc., necessary to perform and complete in a workmanship like manner the work called for in the contract documents entitled:

Project Name: East Fork McLane Creek Fish Passage Barrier Removal and Bridge Installation Project

SECOND: Time of Completion: The work to be performed under this contract shall commence as soon as the Contractor has been officially notified to proceed and shall be substantially complete by the date in the Proposed Schedule, permits pending.

The Contractor further agrees that, from the compensation otherwise to be paid, the Owner may charge actual costs to the Contract for any time over the agreed to completion date where work remains uncompleted, which sum is agreed upon as the liquidated damages which the Owner will sustain in case of the failure of the Contractor to complete the work in the time stipulated and this sum is not to be construed as in any sense a penalty.

THIRD: In consideration of the Performance of the Work, herein contained on the part of the Contractor, the Owner hereby agrees to pay the Contractor for said work completed according to the Contract Documents, the sum of **\$47,450.00** plus **8.9%** State Sales Tax consisting of the following:

BASE BID and TOTAL CONTRACT AMOUNT \$51,999.75

FOURTH: The unit prices are hereby accepted as per the SCHEDULE OF QUANTITIES.

FIFTH: The Contractor agrees to hold harmless the landowner from any liability associated from injuries or damages occurring to workers implementing the project. Contractor shall waive the immunity provided to them under Washington Industrial Insurance Act for injured workers to the extent that damages or claims are asserted by the contractor's workers against TCD and their agents and employees. Contractor will defend, indemnify and hold harmless the TCD to the extent that contractor's workers assert damages or claims against TCD and their agents and employees. By executing this agreement, the Contractor has duly considered and accepted this condition.

SIXTH: Contractor shall have at least two million dollars commercial general liability insurance. The venue for any legal action related or indirectly related to the project will be Thurston County Superior Court.

The unit prices shall be utilized for any additive and deductive work within 20% of the TOTAL BID, INCLUDING SALES TAX. The unit price shall provide the contractor with full compensation for the cost of labor, materials, equipment, overhead, profit and any additional costs associated with the unit bid.

IN WITNESS WHEREOF: TCD has caused this Contract to be subscribed in its behalf and the said Contractor has signed this Contract the day and year first above written.

Contractor:

Project Sponsor/Owner:
Thurston Conservation District (TCD)

By _____

By _____

Title _____

Title _____

Date _____

Date _____

Washington State Contractor's
License No. _____

Federal Tax Id. No. _____

UBI. NO. _____

AMENDMENTS AND SPECIAL CONDITIONS

INTRODUCTION

The Project shall be constructed in accordance with the *Washington State Department of Transportation's Standard Specifications for Road, Bridge and Municipal Construction Most Current Version* (WSDOT Standard Specifications) including revisions in following AMENDMENTS TO THE SPECIAL CONDITIONS. Additional specifications in the following sections describe items not covered by the WSDOT Standard Specifications.

GENERAL REQUIREMENTS AND AMENDMENTS TO THE STANDARD SPECIFICATIONS

The following Amendments to the Standard Specifications are made a part of this contract and supersede any conflicting provisions of the Standard Specifications.

Each Amendment contains all current revisions to the applicable section of the Standard Specifications and may include references, which do not apply to this particular project.

DIVISION 1 - GENERAL REQUIREMENTS

1-01 DEFINITIONS AND TERMS - LOCAL AGENCY

The following substitution of words shall prevail in the Standard Specifications:

Wherever the word "State" is used, it shall mean Owner.

Wherever the words "Department" or "Department of Transportation" are used, they shall mean Owner.

Wherever the words "Transportation Commission" are used, they shall mean the Board for the Owner.

Wherever the words "Secretary" or "Secretary of Transportation" are used, they shall mean the Director of the Board the Owner.

Wherever the words "State Treasurer" are used, they shall mean the Owner Accountant.

Wherever the words "State Auditor" are used, they shall mean the Owner Auditor.

Wherever the words "Motor Vehicle Fund" are used, they shall mean the Owner Project Fund.

Wherever, in the Contract, the specifications and other Contract documents, the following words and terms or pronouns in place of them are used, the meaning will be construed as follows:

Board, Board of Directors: The elective body having authority over the Owner's matters as provided by law.

Department, Public Works Department: The agent of the Board of Directors for the Owner for the administration of project work; the Executive Director.

County Road Engineer: The Project Engineer for the TCD and such agents as are authorized to act on his behalf.

Engineer: The Project Engineer, acting directly or through his duly authorized representative.

Project Manager: TCD, acting directly for the Owner and Sponsor.

Laboratory: The laboratory designated by the Project Engineer.

Item of Work: For the purpose of this project, an item of work shall be considered a unit of work. Payment will be made for actual work performed at Unit Contract Price for completed units of work.

1-02 BID PROCEDURES AND CONDITIONS

1-02.1(Prequalification of Bidders)

This section is revised to read:

The landowner may need to prequalify bidder before contract is signed.

A list of similar projects previously completed by Bidder, including contact person with their telephone number, and date project was completed, shall be included in the List of Similar Projects section. Contractor is required to have successfully performed three (3) projects of similar scope within the last Five (5) years, including at least one project totaling at least \$50,000.

For the purposes of determining whether Bidders are pre-qualified, "similar" projects will be defined by the following criteria checklist:

- Work involving permit requirements per 1-07.5 "Fish and Wildlife and Ecology regulations" and 1-07.6 "Permits and Licenses" through WDFW, USFWS, ACOE, and WADOE including permits such as a 401, 404, HPA
- Large volume excavation (over 1,000 Cubic Yards), segregation, sorting, and handling of gravels and soil
- Work area isolation - diversion of water around work area for fish exclusion and protection of E.S.A. listed species
- Water management through dewatering and temporary erosion control measures around wetlands or shorelines, and floodplains

CONTRACTOR is required to staff project with job foreman/superintendent and excavator operator with minimum experience as follows:

1. Five years' experience with similar project work.
2. Three projects within seven years greater than \$50,000
3. Three stream restoration projects (can be the same as #2)
4. Be able to demonstrate in the above projects how they were dewatered and water kept out of the construction area.

1-02.2 Plans and Specifications

This section is revised to read:

Project Manager shall provide one copy of each Contract document (Contract Form, Specifications, Bid Forms and Plans) to Contractor for project bidding purposes. After Contract award, Owner shall supply Contractor with sufficient numbers of plans and contract documents for construction. Contractor shall make all other copies of Contract documents needed for completion of Contractor's work.

1-02.3 Estimated Quantities

Include as written.

1-02.4 Examination of Plans, Specifications and Site of Work

1-02.4(1) General

This section is supplemented with the following:

All prospective bidders are encouraged to visit the site prior to bidding. The Project Manager must be contacted for the site visit.

1-02.4(2) Subsurface Information

Include as written.

1-02.5 Proposal Forms (Bid Forms)

Include as written.

1-02.6 Preparation of Proposal

This section is supplemented with the following:

In accordance with the legislative findings and policies set forth in Chapter 39.19 RCW the State of Washington, Owner encourages participation in all of its contracts by MWBE firms certified by the Office of Minority and Women's Business Enterprises (OMWBE). Participation may be either on a direct basis in response to this invitation or as a subcontractor to a bidder. However, unless required by federal statutes, regulations, grants, or contract terms referenced in the contract documents, no preference will be included in the evaluation of bids, no minimum level of MWBE participation shall be required as a condition for receiving an award and bids will not be rejected or considered non-responsive on that basis. Any affirmative action requirements set forth in federal regulations or statutes included or referenced in the contract documents will apply.

1-02.8 Non-collusion Declaration and Lobbying Certification

Include as written.

1-02.9 Delivery of Proposal

This section is revised to read:

1. Each proposal shall be sealed and submitted in a sealed envelope with the name of the project and Contractor on the outside.
2. Prior to the bid opening, The Owner's representative will designate the official bid clock.
3. Any part of the bid proposal or bid modification not received prior to the time specified, per the designated bid clock, will not be considered and the bid will be returned to the bidder unopened.
4. People with disabilities who wish to request special accommodation, (e.g., sign language interpreters, Braille, etc.) need to contact the Owner two (2) working days prior to the scheduled bid opening.

1-02.10 Withdrawal or Revision of Proposal

Include as written.

1-02.11(Combination and Multiple Proposals) is deleted.

1-02.12 Public Opening of Proposals

This section is supplemented with the following:

After the Bid Opening, Bidders may obtain bid results from the Project Manager by calling the number listed on the cover of the bid proposal.

1-02.14 Disqualification of Bidders

Include as written.

1-02.15 Pre-Award Information

Include as written.

1-02.16 Bid Amounts

This section is added:

The Bidder agrees to hold the base bid prices for forty-five (45) days from date of bid opening.

1-03 AWARD AND EXECUTION OF CONTRACT

1-03.1 Consideration of Bids

This section is supplemented with the following:

The low bidder, for the purposes of evaluating bids and award, shall be the lowest responsive Bidder offering the lowest aggregate amount of the BASE BIDS, represented as the Total Bid on the Bid Form. A "NO BID" or "\$0" bid entered in the bid summary above for either of the Base Bids will result in disqualification of the bid. For the purposes of awarding this Contract, the Contract will be awarded to the lowest responsive Bidder meeting the qualification criteria in set forth in Section 1-02.1 of these Special Provisions. In addition, the Contracting Agency reserves the right to award the contract amount based on any or all of the bid items listed to restrict the contract amount to the funds available, and to reject any or all bids for any reason whatsoever and waive formalities as the interest of may be required.

1-03.2 Award of Contract

Include as written.

1-03.3 Execution of Contract

This section is revised to read:

The bidder will return to the Owner a signed contract, insurance certificate(s) and bonds within five (5) days after receipt of contract. If the apparent successful bidder fails to sign all contractual documents or provide the bond and insurance as required or return the documents within five (5) days after receipt of the contract, the Owner may terminate the award of the contract or award to the next bidder.

1-03.4 Contract Bond

Item 1 is revised to read:

1. Be on a standard surety provided form;

1-04 SCOPE OF WORK

1-04.1 Intent of the Contract

Include as written.

1-04.2 Coordination of Contract Documents, Plans, Special Provisions Specifications and Addenda

Include as written.

1-04.4 Changes

This section is supplemented with the following:

If Owner desires to order a change in the Work, it may request a written Change Order proposal from Contractor.

1. Due to the short and critical duration of this type of project, Contractor shall submit a Change Order proposal within 24 hours of the request from Owner, or within such other period as mutually agreed.
2. Contractor's Change Order proposal shall be full compensation for implementing the proposed change in the Work, including any adjustment in the Contract Sum or Contract Time, and including compensation for all delays in connection with such change in the work and for any expense or inconvenience, disruption of schedule, or loss of efficiency or productivity occasioned by the change in Work.
3. Upon receipt of the Change Order proposal, or a request for equitable adjustment in the Contract Sum or Contract Time, Owner may accept or reject the proposal, request further documentation, or negotiate acceptable terms with the Contractor.
4. Pending agreement on the terms of the Change Order, Owner may direct Contractor to proceed immediately with the Change Order Work. Contractor shall not proceed with any change in the Work until it has obtained Owner's approval. All Work done pursuant to any Owner-directed change in the Work shall be executed in accordance with the Contract Documents.
5. If Owner and Contractor reach agreement on the terms of any change in the Work, including any adjustment in the Contract Sum or Contract Time, such agreement shall be incorporated in a Change Order. The Change Order shall reflect full payment and final settlement of all claims for time and for direct, indirect and consequential costs, including costs of delays, inconvenience, disruption of schedule, or loss of efficiency or productivity, related to any Work

either covered or affected by the Change Order, or related to the events giving rise to the request for equitable adjustment.

6. A request for an equitable adjustment in the Contract Sum shall be based on written notice delivered to the Owner within 24 hours of the occurrence of the event giving rise to the request. For purposes of this part, "occurrence" means when Contractor knew, or in its diligent prosecution of the Work should have knowledge of the event giving rise to the request. If the Contractor believes it is entitled to an adjustment in the Contract Sum, Contractor shall immediately notify the Owner and begin to keep and maintain complete, accurate and specific daily records. Contractor shall give the Owner access to any such records and, if requested, shall promptly furnish copies of such records to Owner.
7. Contractor shall not be entitled to any adjustment in the Contract Sum for any occurrence of events or costs that occurred more than 24 hours before Contractor's written notice to the Owner. The written notice shall set forth, at a minimum, a description of:
8. The event giving rise to the request for an equitable adjustment in the Contract Sum;
 - a. The nature of the impacts to Contractor and Subcontractors, if any; and,
 - b. To the extent possible, the amount of the adjustment in Contract Sum requested.
9. Failure to properly give such written notice shall, to the extent Owner's interests are prejudiced, constitute a waiver of Contractor's right to an equitable adjustment.
10. When the request for compensation relates to a delay or other change in Contract Time, Contractor shall demonstrate the impact on the critical path of the schedule attributable to the change of Work or event(s) giving rise to the request for equitable adjustment. Contractor shall be responsible for showing clearly on the Progress Schedule that the change or event:
 - a. Had specific impact on the critical path and, except in case of concurrent delay, was the sole cause of such impact; and
 - b. Could not have been avoided by re-sequencing of the Work or other reasonable alternatives.

1-04.5 through 1-04.11 Procedure and Protest to Final Cleanup
Include as written.

1-05 CONTROL OF WORK

1-05.1 and 1-05.2 Authority of the Engineer, Project Manager, Assistants and Inspectors
Include as written.

1-05.3 Plans and Working Drawings

This section is supplemented with the following:

Not later than 7 days prior to the scheduled start of construction, the Contractor shall submit a written Construction Work Plan. No physical work is to be performed at the site until the Construction Work Plan is reviewed and approved by the Project Manager and Land Owner. It should include:

1. A list of construction personnel and the supervisory chain of responsibility.
2. Proposed construction schedule

1-05.4 Conformity With and Deviation from Plans and Specifications

This section is supplemented with Special Condition 1-14.

1-05.6 through 1-05.15 Inspection of Work and Materials to Method of Serving Notices

Include as written.

1-07 LEGAL RELATIONS AND RESPONSIBILITIES TO THE PUBLIC

1-07.1 Laws to be observed

Include as written.

1-07.2 State Taxes

Delete 1-07.2(1) and 1-07.2(2) and replace with the following:

The total bid amounts shall include Washington State Sales Tax (WSST) as a line item. All other taxes imposed by law shall be included in the bid amount. The Owner will include WSST in progress payments according to the percent of completion. The Contractor shall pay the WSST to the Department of Revenue and shall furnish proof of payment to the Owner if requested.

[Note: Contractor must bond for contract amount plus the WSST.]

1-07.5 Fish and Wildlife and Ecology Regulations

1-07.5(1) General

This section is supplemented with the following:

The owner has an HPA for the project. The owner may also have permits from the Corps and Ecology which the contractor must abide by.

This specification describes requirements originating from the Washington Department of Fish and Wildlife (WDFW), U.S. Fish & Wildlife Service (USFWS) and U.S. Army Corps of Engineers (ACOE) whose collective responsibility in this case is to make sure aquatic resources and fish communities are adequately protected during construction projects.

The contractor is advised that many of the requirements for protection of fish life, water quality, etc., are shown on drawings, described in Division 8. Some other agency requirements are reflected in specifications and/or drawings related to site clearing, excavation limits, re-vegetation, etc.

1-07.5(2) State Department of Fish and Wildlife

This section is supplemented with the following:

1. Prepare a Spill Prevention. Oil absorbent pads and personnel trained in spill prevention and control will be on site during all heavy equipment operations.
2. Inspect heavy equipment at least on a daily basis for any leaks of petroleum products. Repair as needed.
3. Heavy equipment needs to be pressure washed to be visibly free of all soil before shipping to the project site.

1-07.6 Permits and Licenses

This section is supplemented with the following:

The Project Manager shall be responsible for obtaining all environmental permits required for construction, excluding business licenses and permits required for the Contractor's business. The Contractor shall be given a copy of the FPA and any other applicable permits. The Contractor shall comply with all permit requirements and keep a copy of the permits on site at all times.

1-07.8 High Visibility Apparel

First paragraph is modified to read:

The Contractor shall require all personnel at the work site under their control (including Subcontractors and lower tier subcontractors) and working outside of vehicles and potentially in presence of traffic on private or public roads, to comply with the following:

Remaining paragraphs as written.

1-07.9 Wages

Include as written.

McLane Fish Passage Barrier
TCD

1-07.16 Protection and Restoration of Property

Include as written.

1-07.17 Utilities and Similar Facilities

There is a phone line located in the road fill. The contractor shall contact the owner, have the line moved and relocate the line within a 2" PVC pipe placed under the bridge, or as directed by the Utility.

1-07.18 Public Liability and Property Damage Insurance

Include as written.

1-07.19 through 1-07.27 Gratuities to No Waiver of State's Legal Rights

Include as written.

1-07.7(2) Load Limit Restrictions

Include as written.

1-08 PROSECUTION AND PROGRESS

1-08.1 through 1-08.2 Subcontracting and Assignment

Include as written.

1-08.4 Prosecution of Work

Include as written.

1-08.5 Times for Completion

This section is revised to read:

The Contractor shall accomplish all work by the dates shown on the Project Schedule. The contractor may work beyond normal business hours as approved by the project manager.

1-08.6 through 1-08.8 Suspension of Work to Extensions of Time

Include as written.

1-08.9 Liquidated Damages

Include as written.

1-08.10 Termination of Contract

Include as written.

1-09 MEASUREMENT AND PAYMENT

Include as written and add the following:

All volume measurements listed on the Bid Form are based on "neat-line" AutoCAD calculations, and the contractor needs to consider that some materials have a high in-place density or shall be compacted. On-site excavation of soils will result in "swell" of the excavated materials and the Contractor's count of "haul" (to on-site stockpiles and or disposal) may exceed the Bid Form quantity by 20%.

Materials to be hauled and compacted on site may exceed the Bid Form amounts by 20%. For all excavation and backfill of native soils the contractor shall assume that the haul may exceed the list quantity up to 20%.

1-09.7 Mobilization

Include as written.

1-11 SAFETY PRECAUTIONS

This section is added:

1. Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the performance of the work.
2. In carrying out its responsibilities according to the Contract Documents, Contractor shall protect the lives and health of employees performing the work and other persons who may be affected by the work; prevent damage to materials, supplies and equipment whether on site or stored off-site; and prevent damage to other property at the site or adjacent thereto. Contractor shall comply with chapter 296-800 WAC and all applicable laws, ordinances, rules, regulations and orders of any public body having jurisdiction for the safety of persons or property or to protect them from damage, injury or loss; shall erect and maintain all necessary safeguards for such safety and protection; and shall notify owners of adjacent property and utilities when prosecution of the work may affect them.
3. Contractor shall maintain an accurate record of exposure data on all incidents relating to the work resulting in death, traumatic injury, occupational disease, or damage to property, materials, supplies or equipment. Contractor shall immediately report any such incident to Owner and appropriate jurisdictions. The Owner shall, at all times, have a right of access to all records of exposure.
4. All work shall be performed with due regard for the safety of the public. Contractor shall perform the work so as to cause a minimum of interruption of vehicular traffic or inconvenience to pedestrians. All arrangements to care for such traffic shall be Contractor's responsibilities. All expenses involved in the maintenance of traffic by way of detours shall be borne by Contractor.
5. In an emergency affecting the safety of life or the work or of adjoining property, Contractor is permitted to act, at its discretion, to prevent such threatened loss or injury, and Contractor shall so act if authorized or instructed.

6. Nothing provided in this section shall be construed as imposing any duty upon the Owner with regard to, or as constituting any express or implied assumption of control or responsibility over, project site safety, or over any other safety conditions relation to employees or agents of the Contractor or any of its Subcontractors, or the public.

1-13 TEMPORARY UTILITIES

Include as written:

1-14 STAKING

This section is added:

1. The Engineer will furnish all primary control and establish control coordinates for locating the principal components of the Work with a suitable number of benchmarks and control points adjacent to the Work.
2. The Contractor will develop and make all detailed surveys needed for construction of the work involved. The Contractor shall be held responsible for the preservation of all primary and other control coordinate staking.
3. The Contractor shall be responsible for setting, maintaining and resetting all alignment stakes, slope stakes and grades necessary for the construction of this project.
4. The Contractor shall provide the Engineer copies of any calculations and staking data when requested by the Engineer.
5. The Contractor shall ensure a surveying accuracy within 0.1 feet vertical and horizontal of the specified elevations.

Documents Included:

- A. Advertisement for Bids
- B. Bid Form
- C. Drawings & Specifications
- D. Applicable Permits

Bonds and Insurance Required:

- A. Contract Bond (Performance Bond)
- B. Standard Liability Insurance (as described in WSDOT Standards 1-07.18)

DIVISION 2 – EARTHWORK

2-09 STRUCTURAL EXCAVATION

2-09.1 Description

This section is supplemented with the following:

This item includes excavation and disposal of fill to remove the culvert and install the new bridge, excavation for the road fill to match slopes with the new bridge. This item also includes access and clearing and grubbing associated with the removal.

2-09.3 Construction Requirements

This section is supplemented with the following:

1. Fill shall be removed and spoiled at a location to be determined by the project manager. Some of the material will be a very wet silty fines and clay. The contractor shall be careful to not over excavate the site. Unsuitable material shall be hauled from the site at the contractor's expense. Suitable material shall be graded to match existing contours and seeded and covered with straw mulch.
2. During the channel excavation the Engineer shall be informed immediately if bedrock is encountered.
3. Remove the culverts and haul off site.
4. Trees and Large Woody Debris encountered during the fill removal shall be hauled off site.

2-09.4 Measurement

This item will be measured based on the lines and grades shown on the plans.

2-09.5 Payment

Payment will be made in accordance with Section 1-04.1, for the following Bid items:

Excavation and Disposal, lump sum

DIVISION 4 – Bases

4-01 ROAD

4-01.1 Description

This section is supplemented with the following:

McLane Fish Passage Barrier
TCD

This item includes fill to raise the road to meet the bridge, surface the final road grade and bridge.

4-01.2 Materials

| | |
|-------------------|------------|
| Crushed Surfacing | 9-02.9(3) |
| Select Borrow | 9-03.14(2) |

4-01.3 Construction Requirements

This section is supplemented with the following:

1. The footprint for the road fill approaches shall be cleared of vegetation and grass and select borrow placed and compacted in 6 inch lifts.
- 2 The Crushed Surfacing shall be hauled, dumped, graded and compacted in 4 to 6" lifts per the plans. Final grade for the bridge shall be hand raked to match the slope of the road and/plans. Rock for the bridge shall be sloped to the sides and ends for drainage.

4-01.4 Measurement and Payment

Measurement and Payment for this item will be per the bid list for the completed road installation and will include the full price for hauling, placing, and compacting for the following bid items:

Crushed Surfacing
Approach Road Fill

DIVISION 6 – STRUCTURES

6-03 STEEL STRUCTURES

Supplement with the following:

6-03.1 Description

This work consists of installing a 34 foot long by 12 foot wide steel prefab bridge, rock foundation, common borrow backfill and concrete backwalls.

6-03.2 Materials

The bridge and pre-cast sills and all associated miscellaneous items to assemble the bridge will be provided by the Bridge Vendor.

The Contractor shall provide all additional required materials for the project. Materials shall meet the requirements of the following sections:

| | |
|---------------------------------|-----------------------|
| Construction Geotextile | 9-33 (Table 7, Woven) |
| Quarry Spalls (Foundation Rock) | 9-13.6 |

Select Gravel Backfill
Precast Concrete

9-03.12 (2)
6-02.3(28)

6-03.3 Construction Requirements

1. The contractor shall coordinate the bridge delivery date with the Bridge vendor. The Project Manager will provide the contact information. The contractor must be on site and is responsible for unloading the bridge and inspecting all the needed materials before unloading. The bridge vendor allows a maximum 2 hour unloading time, and the contractor should plan accordingly.

The contractor shall also pre cast the concrete backwalls off site.

2. Install construction geotextile and riprap.

3. Foundation for the pre-cast sills shall be excavated to grade, geotextile fabric placed, and then backfilled with spalls to form a burrito wrap. The spalls shall be compacted with the excavator bucket.

Note: Do not disturb the native ground under the foundation for a distance of 3' towards the stream.

The geotextile shall overlap a minimum of four feet. Place upper portion of riprap to complete riprap installation. Crushed surfacing rock can then be placed to assist leveling of the final surface for the pre-cast sills.

Note: The engineer must be contacted 7 days prior to the subgrade excavation to inspect the subgrade soils.

4. Place and level to grade the pre-cast sills, and install the bridge.

5. Install Concrete Backs Walls

Concrete backwalls shall be formed and poured by the contractor as per the plans off site. Concrete shall be 4000 psi, 5 sacks per cubic yard, 3.5 inch slump, water to cement ration 0.45.

6-03.4 and 6-04.4 Measurement and Payment

Measurement and payment will be per the bid list for the portion of each work item completed. The geotextile will be considered incidental to the quarry spall placement.

The following items will be measured by completing the installation per the project plans with payment as per completion of the entire bridge installation.

McLane Fish Passage Barrier
TCD

| | |
|----------------------------|------------|
| Foundation Rock | 9-13.6 |
| Select Gravel Backfill | 9-03.14(1) |
| Precast Concrete Backwalls | |
| Install Bridge | |

DIVISION 8 – MISCELLANEOUS CONSTRUCTION

8-01 EROSION CONTROL AND WATER POLLUTION CONTROL

8-01.1 Description

This section is supplemented with the following:

All work must be isolated from the flowing water. Clean seepage water may be pumped back into the creek. Seepage water contaminated with sediment from the construction must be pumped off site and allowed to infiltrate or into a construction filter bag.

1. Install two sandbag cofferdams at the upstream and downstream end of the project site and two fish screens. Once work area is isolated fish must be removed. The upstream cofferdam is for diversion of surface flow into a bypass pipe or channel.
2. Install two dewatering sumps (one at each end of the excavation) and pump seepage water into the bypass pipe (if not contaminated with sediment). Contaminated sediment shall be pumped out into the adjacent forest to settle out fines (or use a construction filter bag).

8-01.3(1) General

This section supplemented with the following:

The Contractor shall be aware of the potential for erosion, and silt entrained from newly excavated surfaces. The Contractor shall control the potential for erosion of materials from freshly exposed excavated surfaces.

In anticipation of rain events, the Contractor shall be prepared to place BMPs with Project Managers approval. It is the Contractor's responsibility to install and maintain BMPs as necessary to prevent siltation and comply with all applicable permit regulations for surface water quality standards.

Erosion and sediment control BMPs to be used shall be as described in "The Stormwater Management Manual for Western Washington".

8-01.3(1) Water Management

This section is modified as follows:

In performing work near the water, the Contractor shall pay particular attention to the conditions of issued permits and authorizations requiring the minimization of turbidity and siltation and adherence to water quality requirements.

All work shall be scheduled and performed in a manner appropriate with the conditions of the HPA.

All excavation shall be done "in the dry," meaning that no excavation shall occur where groundwater is within one foot of vertical elevation measured below the excavation.

The Contractor shall clean up each portion of the site immediately after construction is completed in that area. Cleanup shall be in compliance with 1-04.11 Final Cleanup. In addition, any disturbed surfaces shall be restored.

8-01.4 Measurement

No unit of measurement will apply to "Erosion and Water Pollution Control"

8-01.5 Payment

Payment will be made for "Erosion and Water Pollution Control" as per the bid list. The lump sum payment shall be full compensation for all installing, monitoring, maintain and removing all water control features.

8-15 RIPRAP

This section is supplemented with the following:

8-15.1 Description

This work includes furnishing and placing a construction geotextile and as shown on the project plans and placing riprap to protect the bridge foundation.

8-15.2 Materials

Material shall meet the requirements of the following sections:

| | |
|-------------------------|-----------------------|
| Construction Geotextile | 9-33 (Table 7, Woven) |
| Heavy Loose Riprap | 9-13.1(1) |

8-15.3 Construction Requirements

After the slope embankment is constructed and a geotextile layer is provided, riprap shall be dumped on the slope. All large stones shall be in contact with each other and voids filled with smaller stones and then compacted with the excavator bucket to the thickness shown on the plans.

8-15.4 Measurement

McLane Fish Passage Barrier
TCD

Riprap will be measured by the cubic yard installed to the dimensions shown on the plans.

8-15.5 Payment

Payment will be made in accordance with Section 1-04.1 for each of the following bid items that are included in the proposal. The unit contract prices shall be full compensation for all costs of procuring, hauling, placing, treating, or otherwise disposing of the material.

"Riprap", cubic yard

Payment for the construction geotextile is considered incidental relative to the Riprap Installation.

8-26 STREAMBED SEDIMENT

This is a new section:

8-26.1 Description

This work includes grading the new channel as shown on the plans, installing streambed gravels.

8-26.2 Materials

Material shall meet the requirements of the following sections with actual sizes as shown on the plans.

9-03.11(1) Streambed Sediment

8-26.3 Construction Requirements

1. Excavate the channel to grade and dimensions shown on the project plans.
2. Create a channel thalweg as directed by the Engineer and place streambed sediment.

8-26.4 Measurement and Payment

Measurement and payment will be per the bid list for the completed stream channel for the following items:

Streambed Sediment

8-28 RESTORATION

This section is added.

8-28.1 Description

The work consists of seeding and mulching all disturbed ground surfaces, and seeding, mulching and covering with Geojute and slopes which drain directly to the stream. This item also includes removing all debris from the site as directed by the project manager and cleanup of the work and staging areas.

8-28.2 Materials

Material shall meet the requirements of the following sections:

Geojute Erosion Control Fabric (or similar)

Seed

Straw Mulch

8-28.3 Construction Requirements

1. Seeding, Mulching, and GEOJUTE

The Contractor shall seed, mulch and cover with GEOJUTE per manufacturer's specifications (and as described below). Seed mix shall be approved by the Project Manager. Mulch shall consist of grass hay or straws (2000 lbs/acre). The soil to be covered shall be graded or raked free of clods and large stones without compacting. Seed and mulch shall be distributed evenly over the prepared soil. GEOJUTE shall be secured at the top of the slope by toeing in 6" deep. Reinforce with a row of 5 staples at one foot spacing and cover with soil. Roll fabric down the slope (leave loose do not over stretch) to a level elevation. Fold 6 inches under and secured with staples. Place staples 18" to 24" apart throughout to secure matting to ground. All staples must be driven flush with soil surface. Overlap the edges a minimum of 6".

8-28.4 and 5 Measurement and Payment

Measurement and Payment will be based on the item from the bid list completed as shown on the project plans.

"Site Restoration", lump sum

DIVISION 9 – MATERIALS

9-03 Aggregates

9-02.9(3) Crushed Surfacing

9-03.11(1) Streambed Sediment

9-03.14(1) Gravel Borrow

McLane Fish Passage Barrier
TCD

9-03.14(2) Select Borrow

9-13.1(1) Heavy Loose Riprap

9-13.6 Quarry Spalls

9-33.2(2) Geotextile Properties for Retaining Walls and Reinforced Slopes



Thurston Conservation District Board Meeting
May 29, 2018 2:00 pm

Item 10, Tab 4 - Conservation Projects

B. Water Quality Improvement Project Cost Share Agreement

This is a 36 acre dairy farm located in the Chehalis watershed. The surrounding area is dominated by Long-term Agricultural and Rural Residential Parcels. This farm has historically been as cow-dairy and has continued to be used as such under current ownership. The landowner has completed a Comprehensive Nutrient Management Plan (CNMP) and is currently implementing a variety of best management practices that are documented in the CNMP. The landowner is currently working in partnership with NRCS and with TCD to implement these best management practices.

The landowner wants to address potential water quality concerns associated with manure management for the dairy operation. At the present time, the farm has no dedicated manure storage aside from 25,000 gallon scrap tank. This being the case, manure is hauled off site during periods when increased storage is necessary. To implement best management practices, the landowner is working with NRCS to build a waste storage facility to properly store manure. In addition, the farm is in need of an appropriately sized liquid manure tank spreader to implement the waste transfer practice as part of the CNMP planned practices. This practice would fund the purchase of liquid manure tank for transfer and utilization of manure generated on the farm. Implementation of these practices will protect water quality in the Chehalis watershed. In addition, it will provide the farming operation greater ability to manage manure for agronomic benefit. The landowner will be able to properly store and apply manure at the appropriate times and appropriate rates for nutrient management and to protect ground and surface water quality. By implementing this NRCS Practice: Waste Transfer, we are completing the implementation of best management practices as planned in the CNMP.

Washington State Conservation Commission

COST-SHARE APPLICATION BMP WORKSHEET

Prepared for: Water Quality Improvement Project (2018-01)
(Applicant)

INSTRUCTIONS: Prepare a worksheet for each practice and attach it to the application.

1. BEST MANAGEMENT PRACTICE Waste Transfer

2. NRCS PRACTICE CODE (from FOTG) 634 DESIGN LIFE 15

3. LIST NUMBER OF FEET OF FENCE OR PIPE etc. 22 foot liquid manure tanker

4. LIST BMP COSTS (i.e. labor, materials, etc.)

| | |
|--------------------------------------|--------------|
| Jamesway 5600 Manure Spreader Liquid | \$ 57,952.00 |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |

Total BMP Costs \$ 57,952.00

5. CONTRIBUTIONS

| | | | |
|---------------------|-----|---|---------------------|
| Cooperator | 15 | % | \$ 8,692.80 |
| Other | | % | \$ |
| Other | | % | \$ |
| Other | | % | \$ |
| Eligible Cost Share | 85 | % | \$ 49,259.20 |
| | 100 | % | |
| Total BMP Cost | | | \$ <u>57,952.00</u> |

Worksheet Prepared by: Nicole Warren Date: 4/23/2018

Washington State Conservation Commission

COST-SHARE APPLICATION BMP WORKSHEET

Prepared for: Fish-Passage Barrier Removal Project
(Applicant)

INSTRUCTIONS: Prepare a worksheet for each practice and attach it to the application.

1. BEST MANAGEMENT PRACTICE Aquatic Organism Passage 396

2. NRCS PRACTICE CODE (from FOTG) 396 DESIGN LIFE _____

3. LIST NUMBER OF FEET OF FENCE OR PIPE etc. _____

4. LIST BMP COSTS (i.e. labor, materials, etc.)

| | |
|----------------------|-------------|
| Culvert removals (3) | \$ 8,250.00 |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |

Total BMP Costs \$ 8,250.00

5. CONTRIBUTIONS

| | | | |
|---------------------|-----|---|--------------------|
| Cooperator | 15 | % | \$ 1,237.50 |
| Other | | % | \$ _____ |
| Other | | % | \$ _____ |
| Other | | % | \$ _____ |
| Eligible Cost Share | 85 | % | \$ 7,012.50 |
| | 100 | % | |
| Total BMP Cost | | | \$ <u>8,250.00</u> |

Worksheet Prepared by: Mara Healy Date: 4/23/2018



Thurston Conservation District Board Meeting
May 29, 2018 2:00 pm

Item 10, Tab 4 - Conservation Projects

B. Fish-Passage Barrier Removal Project Cost Share Agreement

The project site is located within a fourth generation farm used for beef and hay production, on an unnamed tributary to the Skookumchuck River, in the Chehalis watershed. The surrounding area is dominated by Long-term Agricultural parcels. The landowner has completed a Conservation Plan of Operation with TCD, as well as enrolled land in the Conservation Reserve Enhancement Program. The landowner is currently working in partnership with the NRCS EQIP program and TCD to implement further conservation and best management practices.

The landowner wants to address the fish passage, riparian habitat, and water quality concerns associated with the current management of the unnamed tributary on their property. At the present time, the tributary is culverted six times for agricultural crossings on the property, with inadequate riparian vegetation and uninhibited livestock access to the tributary. Three of these crossings are abandoned crossings, as well as fish-passage barriers. Additionally these three abandoned culverts are undersized, exacerbating seasonal flooding, mudflow, and sediment input into the tributary. In this phase of the project, we will implement the Aquatic Organism Passage (396) best management practice in partnership with the NRCS EQIP programs implementation of the Hedgerow (422) practice. Implementing these practices will include the planting of a native cattle-exclusion hedgerow along the tributary, as well as the removal of the three derelict fish-passage barrier culverts thereby addressing fish passage, riparian habitat and water quality resource concerns.

Tab 5

Action Item Follow-Up Summary
May 29, 2018 Monthly Board Meeting

Action Items:

1. Staff to reschedule BOCC briefing re: Rates & Charges

Doodle Poll and email scheduling provides too much lag time for BOCC scheduling purposes. Sarah will bring new dates to the May 29th, 2018 Board Meeting to finalize a briefing date in person.

2. Staff to submit question to MRSC regarding official start of November 21, 2017 Board Meeting and to have lines 19-42 reviewed

Staff is still working with MRSC on Nov. 21st 2017 meeting minute questions and will provide additional information at the May 29th, 2018 Board Meeting.

3. Staff to check if there are Public Comments in writing for the November 21, 2017 Board Meeting

Written public comments provided for the Nov. 21, 2017 meeting have been included with the meeting minutes for review in the May 29, 2018 board packet. Nov. 21, 2017 written public comment was also available for public review during the Nov. 21, 2017 meeting.

4. Staff will follow up on check 2695

Staff will provide detail on check 2695 by 5/25/2018.

5. Staff to set up meeting between Eric, Sarah, Shana and Forterra re: easements

Staff will schedule a meeting in June 2018

6. Sarah will revise Annual Plan to include progress on easements

Completed, in May 2018 Board Packet

7. Sarah to contact Michelle Fossum and make arrangements for them to attend Executive Session during either May 29th or June 26th Board meeting

Completed

8. Staff will co-create Code of Conduct with Board by July 31st monthly Board Meeting

Standing item

9. Staff to add Supervisor Reports after Partner Reports in future monthly Board Meeting Agenda

Will include on June 2018 Board Meeting Agenda

10. Staff will contact City of Lacey about their plans for property

Staff will provide an update on this item in June 2018



Board of Supervisors
Monthly Meeting Minutes
Tuesday, April 24, 2018
2:00pm

Present at Meeting:

| | |
|------------------------------------|---|
| Eric Johnson, TCD Board Chair | Samantha Fleischner, TCD Board Supervisor |
| Richard Mankamy, TCD Board Auditor | Sarah Moorehead, TCD Interim Executive Director |
| Doug Rushton, TCD Board Supervisor | Paul Pickett, TCD Supervisor - Elect |
| Linda Powell, TCD Board Supervisor | Heather Roskelley, TCD Staff |
| Jeff Swotek, NRCS | Shana Joy, WSCC |
| Joe Hanna, Thurston Ag Advisory | Paula Holroyde, Public |
| Melinda Holman, Public | Tony Wilson, Public |

Action Items:

1. Staff to reschedule BOCC briefing re: Rates & Charges
2. Staff to submit question to MRSC regarding official start of November 21, 2017 Board Meeting and to have lines 19-42 reviewed
3. Staff to check if there are Public Comments in writing for the November 21, 2017 Board Meeting
4. Staff will follow up on check 2695
5. Staff to set up meeting between Eric, Sarah, Shana and Forterra re: easements
6. Sarah will revise Annual Plan to include progress on easements
7. Sarah to contact Michelle Fossum and make arrangements for them to attend Executive Session during either May 29th or June 26th Board meeting
8. Staff will co-create Code of Conduct with Board by July 31st monthly Board Meeting
9. Staff to add Supervisor Reports after Partner Reports in future monthly Board Meeting minutes
10. Staff will contact City of Lacey about their plans for property

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 audio recorded

2. Public Comment (3 minutes per person)

- Persons who provided public comment:
 - Paul Pickett
 - Tony Wilson

3. Agenda Review, All

- Doug requested placing BOCC update on agenda after Partner reports – 4D
- Linda – add discussion of visit by Linda and Joe Hanna to 400-acre park in Lacey – 10A
- Sarah – CREP project approval. Increase in incentive payment – discuss under Financial Report 6E
- MOU – Shellfish fund approval – discuss under Financial Report 6F
- RCO Amendment approval \$15,000 – discuss under Financial Report 6G
- Revise wording of Executive Session - #11
- Richard requested that Samantha's letter to WSCC be discussed – #12

4. Partner Reports

A. **NRCS**, Jeff Swotek

- Finishing up writing plans for environmental quality incentive program (EQIP) applications. Selections will be made after May 7. Only 2 rounds. Round 2 - salmon money. Very robust year for 2019. Local working group met and provided input for 2019. Doesn't know if there will be 1, 2 or 3 rounds in 2019. Forestry, dairy, livestock, crop – all represented. Amy Hatch-Winecka did a great job. The comments given provided more funding.
- NRCS has been writing a programmatic assessment for other species such as the Marbled Murrelet. They consult one time and it's good for 30 years. Worked with USFWS on biological assessment. To be submitted in October. Biological opinion comes out of this and is being written concurrently with assessment.
- Early stages Wetlands Reserve Easement Program – recommendation is to keep grazing. Haying and cows grazing are great for Oregon Spotted Frog. Huge tool for Thurston landowners and it will benefit species.

B. **WSCC**, Shana Joy

- Handouts – Accountability program. 1st handout is a review of all 45 districts. 2nd handout is a review with accountability elements of TCD adopted by TCD Board on January 30, 2018. Shows areas of improvement. Will talk about where all districts are in May meeting and a second one in July. Action Plan – actions observed by Shana regarding performance.
- April 25-27 biennial budget discussion – start of discussion. Districts to give feedback on policy initiatives. WACD and WSCC commissioners and staff - 2-4x a year. Board members and staff are invited.

C. **WACD/NACD**, Doug Rushton

WACD:

- Plan to hire assistant manager of plant materials (PMC Assistant Manager) in Bow.

NACD:

- House passed Farm Bill. Thought it was a good deal.
- New USDA Chief of Forest Service is Vicki Christiansen.

D. **BOCC discussion – Rates and Charges**

- Sarah needs to confirm that May 31, 2-3pm is best for meeting with Board and Board of County Commissioners to discuss Rates and Charges. Will be a briefing between our Board and Thurston Board of Commissioners on Rates and Charges. Thurston CD Public Hearing on Rates and Charges on May 10. Board is good with date – Thursday, May 31.

AI – Staff to reschedule BOCC briefing re: Rates & Charges

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

A. **November 21, 2017 Special Meeting & Work Session minutes**

- Sarah provided amendments and corrections.
- Line 20 – Meeting called to order at 1:20pm. All before was prior to Eric being in meeting. Eric said that the meeting did not come to order at 1pm. Eric is proposing 20 through 38 to be reviewed by attorneys and revised. Eric wants this agenda issue sent to Phillips Burgess. According to Shana Joy, if it is sent to Attorney General, it's not free. However, we can receive free advice from MRSC. Question as to whether meeting officially started at 1pm or 1:20pm. Clarification on whether discussion between 5 people prior to meeting constitutes a public meeting. Shana said this discussion occurred before the meeting was called to order. There was a quorum and this was discussed and then Eric moved to start meeting at 1:30pm. Place 19-42 on hold to review with MRSC. When is a meeting a meeting and when does it start? Sarah confirmed questions to be asked of MRSC.
- Eric - can Sarah check to see if there were Public Comments in writing? List written comments.
- Line 276 – let it stand

AI – Staff to submit question to MRSC regarding official start of Board Meeting and to have lines 19-42 reviewed

AI – Staff to check if there are Public Comments in writing for the November 21, 2017 Board Meeting

B. January 30, 2018 Regular Meeting & Work Session minutes

- Line 123 on page 3 – Eric requested that the following be added: Chair announced metadata indicated letter was from District's accounting department. Chair asked Samantha if she wrote it at the District and she replied she wrote the letter and sent it to the District.
- Line 163 – change Executive Director Action Plan to Recruitment Plan
- Line 178 – change from 2017 to 2018
- Line 242-244 – specific numbers called out that are not indicated in minutes. Eric would like language cleaned up and specific dates for April: Draft agenda by April 15. Board comments by April 16. (Sam mentioned these should be business days.)
- Lines 247-249 – Change wording from Samantha; Board decided on dates that will be in action plan. Samantha moved for approval. Linda seconded. Unanimous except for Doug abstaining. (Doug was at NACD during this meeting.)

C. March 27, 2018 Regular Meeting minutes

Doug moved to approve minutes. Samantha seconded. (Reviewed and amended in April 24, 2018 Work Session.) Unanimous approval on amended minutes.

6. Financial Report

A. Monthly Financial Report

- Is there a Board member to review since we don't have Steve Davis (CPA background)? Sarah said it is difficult to have two signers. There was discussion but no decision on what to do without having Steve. Amy Franks cross-trained Sarah on accounting processes.

B. April Check Register

Samantha moved to approve checks 19549 – 19597 totaling \$83,872.70 with no voided checks. Doug seconded. Unanimous approval.

C. Resolution #2018-01 – COLA

- Samantha moved to approve. Doug seconded provided CPI is spelled out the first time. Sarah commented that it's in the approved budget. Not approved. (Eric, Richard, and Linda opposed. Doug and Samantha approved.)

D. Schedule 22: State Auditor Report

- Sarah needs formal Board approval. Eric wanted quarterly employee comp reports provided. Treasurer and Auditor together do it. Eric – why wasn't Richard asked to go over it? Due end of May. Richard will connect with Sarah about getting together with the interim accounting manager, Susan.

E. CREP

- Skookumchuck CREP - Budget approved previously. Doug moved to approve the CREP. Linda seconded. Unanimous approval.

F. 2018 Shellfish Work Program MOU

- Doug moved to approve. Linda seconded. Unanimous approval.

G. RCO Project #15-1411P Amendment 6

- Late Capital Budget. Carries through fiscal year. Amendment number 7 adding \$15,000. Doug moved to approve. Samantha seconded. Motion approved.

AI – Staff will follow up on 2695

Break at 4:03pm. Back at 4:15pm.

7. Conservation Projects

A. East Fork McLane Creek Bridge

- Lowest bid. Samantha moved to approve. Doug seconded. Unanimous approval.

8. 2018 Annual Plan, All

159 **A. Ag Easement Discussion**

- 160 • Discussion centered on ability of District to handle easements. This would put a nonregulatory
161 agency in a regulatory role.
162 • \$5,000 not approved for salaries.
163 • Eric – Clark County doesn't have assessment charges or rates and charges and they have \$3
164 million in funding. Citizen said they are being dissolved.
165 • Doug suggested setting up meeting between Eric, Sarah, Shana and Forterra to discuss
166 easements.
167 • Sarah will provide revisions as recommended.

168 **AI – Staff to set up meeting between Eric, Sarah, Shana and Forterra re: easements**

169 **AI – Sarah will revise Annual Plan to include progress on easements**

170 **B. 2018 Staffing Plan Discussion**

- 171 • Sarah – people are funded by grants.
172 • Shana says it's better to have quarterly progress report. Doug would like a monthly report that
173 says what staff members did. He assumes the budget sheet and draft plan would match. Sarah
174 responded that they do.
175 • Puget Sound Caucus Meetings – Sarah or a Board member goes. Sarah to discuss with Eric on
176 how to provide information in a manageable way for staff.

177 **C. Vacant Positions**

- 178 • Sarah – sent proposal and timeline to increase capacity with staff to Board.
179

180 **9. Executive Director Recruitment Plan, All**

- 181 ▪ Linda suggested waiting for budget.
182 ▪ Doug didn't get input on qualifications.
183

184 **10. Review of TCD Governance Action Plan, All**

- 185 • Sarah provided copy of Action Plan. Eric motioned for an Executive Session Special Meeting at
186 May 29th Board meeting in which Board allocates up to 2 hours of money and requests that
187 Enduris pay for it. Linda seconded. Unanimous approval. Either May 29 or June 26 meeting.
188 • Action Plan revisions:
189 ○ 5C – change to By June 30.
190 ○ 5D – inform staff of response by July 31.
191 ○ 12 days before meeting (two Fridays before), staff will send out agenda. Board will
192 provide comments 2 Mondays prior. Chair will finalize on Wednesday. Packets will go
193 out on Thursday.
194 ○ Sarah will let Board know by Monday when there will be a staff meeting.
195 Sarah will send WSCC letter to Paul and Linda.
196 • Board of Supervisors book – page 63. (Eric directing revisions.) 3.1.13 - Should employee be put
197 in lower position, rate will go down.
198 • Add Governance Action Plan to Annual plan. Eric motioned, Doug seconded. Unanimous
199 approval.
200 • Code of Conduct – Minutes from Whatcom. Enduris provided ethics. Sent in January. Action Item
201 – by 7/31/18 Work Session, co-create Code of Conduct with staff. Board and staff should co-create
202 Code of Conduct, but it will be challenging right now. Chair and Executive Director are to work
203 together.
204 • Samantha - meeting minutes are actions and results. Shana – discussion should be summarized
205 similar to Whatcom CD minutes. Paul will review policy for audio recordings and meeting minutes
206 (8C) by June 30. Motion put forward by Eric to not have audio recordings. Motion put forward. No
207 one seconded. Motion died.
208 • Suggestion - At each monthly meeting, each Board Supervisor submits verbally a summary of
209 meetings attended. Add a section for Supervisor Reports after Partner Reports.

AI – Sarah to contact Michelle Fossum and make arrangements for them to attend Executive Session during either May 29th or June 26th Board meeting
AI – Staff will co-create Code of Conduct with Board by July 31st monthly Board Meeting
AI – Staff to add Supervisor Reports after Partner Reports in future monthly Board Meeting minutes

10A. Relocation/Park Discussion, All

- Park over in Lacey - 400-500 acres. Wide variety of topography. Potential with Ag. TCD could relocate here. Was Tobey Jewitt's family's home. City of Lacey has title to it and wants an entity to take it over and do something positive. 2 streams. Culvert replacements. A barn is currently on property. Potential tool shed. Potential for community gardens, manure spreading. No building for an office, but someone can negotiate with City of Lacey for a 100-year lease.
 - Can we get loan based on Rates and Charges to buy this property? Create an Ag Park?
- AI - Staff will contact City of Lacey about their plans for property**

11. Executive Session to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee - RCW 89.08.110 (30 min)

- *Wording changed above.*
- *No Executive Session during this Board meeting.*

12. Review of Samantha's letter to WSCC, All

- Letter emailed from Samantha to Mark Clark at Commission on November 30, 2017 regarding the removal of Richard and Eric from Board. Shana then forwarded letter to Eric.
- Richard talked about the metadata of this letter (created in Word), claiming it was created at TCD in the Accounting Department. Why did it say it was created in Accounting Dept. at TCD? Samantha said she emailed it from her Mac at home; she's been transparent about this.

13. Adjourn, All

Eric moved to adjourn. Samantha seconded at 7:10pm. Unanimous approval.

Respectfully Submitted,

Eric Johnson, Board Chair



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

- 192 ▪ Board and Staff briefly discussed public comment letter received from RCO; Chair
193 affirmed Board can provide a requested response by December 20th
194

195 **12. Discussion on WSCC Policy Initiatives, All**

- 196 ▪ Stu Trefry reviewed the existing five policy initiatives and provided updates on their
197 status; Encouraged Board to access them on WSCC website and provide comment by
198 December 15th
199

200 **13. 2018 Shellfish Work Program**

- 201 ▪ Staff provided update: due to loss of R&C/Assessment funding, no new funds in SWP for
202 2018; Current SWP account balance is approx. \$150k; Total 2018 SWP request approx.
203 \$298k; Staff sent SWP update to TCD Board, Thurston County, and Shellfish Advisory
204 Stakeholder group for comment and creative solutions for moving forward
205 ▪ Staff reviewed funding and partnership structure of SWP; Partners present clarified SWP
206 funding is directed at outreach and incentive programs, with little to no administrative
207 funding
208 ▪ Chair requested ensuring time allotted in future years' SWP process, for TCD Board
209 comment, prior to Board of County Commissioner's approval
210 ▪ Staff will communicate with all partners to see if proposals can be scaled back and
211 project budgets reduced, to utilize existing funding and if any ideas for fully funding
212 SWP can be put forth
213

214 **14. TCD Relocation Discussion and Path Forward, All**

- 215 ▪ Board discussed keeping as standing agenda item; Decision to keep standing through
216 2017 and revisit beginning of 2018
217 ▪ Board discussed current facility location rental fees and researching other facility
218 locations to save funding
219 ▪ Linda and Richard on the Relocation Sub-Committee with Staff; Board Supervisors will
220 bring facility options back to full Board; If facility is workable, Staff will research legal
221 and financial feasibility
222

223 **15. Easement Subcommittee Discussion**

- 224 ▪ Staff provided NRCS easement program information; Working with NRCS to see what
225 materials/process-oriented documents they can share
226 ▪ Next step is applying for targeted grants for development of a conservation easement
227 program at TCD, and a Staff person to administer the program
228 ▪ Chair suggested Conservation Futures (CF) and Sentinel Land Trust (SLT) for funding
229 conservation easements; Staff clarified TCD needs to increase base funding, to be able to
230 apply for grants required as match for CF and SLT
231

232 **Board Meeting Minutes Review**

233 **February 28th Minutes**

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

237 **A. September 26, 2017, Regular Meeting Minutes**

- 238 ▪ 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 Mankamy: 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

Natural Resources Building
P.O. Box 40917
Olympia, WA 98504-0917
1111 Washington St. S.E.
Olympia, WA 98501



(360) 902-3000
TTY: (360) 902-1996
Fax: (360) 902-3026

E-mail: info@rco.wa.gov
Web site: www.rco.wa.gov

STATE OF WASHINGTON
RECREATION AND CONSERVATION OFFICE

November 21, 2017

Sarah Moorhead, Acting Executive Director and Members of the Board of Supervisors
Thurston Conservation District
2918 Ferguson Street SW A
Tumwater, WA 98512

RE: Salmon Recovery Lead Entity Responsibilities

Dear Ms. Moorhead and Members of the Thurston Conservation District Board of Supervisors:

I was disappointed to learn that there appears to be some confusion at the Thurston Conservation District (District) about the statutory requirements necessary to undertake the role of a lead entity in Washington's statewide salmon recovery efforts. This nationally recognized process relies on a bottom-up approach of local citizen review and ranking of habitat projects. It is very important to my agency, as the funder both of the process for ranking projects and of the projects themselves, that all lead entities maintain an open, transparent, and legal process for prioritizing projects to be funded by the Salmon Recovery Funding Board (Board).

The District was designated as the lead entity in 1998 by resolutions adopted by the Thurston County Commission, the cities of Olympia, Lacey, Rainier, and Tumwater, and the Squaxin Island Tribe. As such, the District serves as the fiscal agent for the lead entity citizens committee and helps manage the citizens committee and the technical review committee in their role of developing the ranked list of habitat projects submitted to the Board each year. The District does not have any decision-making authority over the ranked habitat project lists.

Please note that the citizens committee within a lead entity area (in your case, the WRIA 13 Salmon Habitat Recovery Committee) has the legal authority to submit the ranked habitat project list to the Board. The Board approves the projects to be funded, with the Washington State Recreation and Conservation Office entering into contracts with the individual project sponsors. The Puget Sound Partnership also reviews the ranked project lists from Puget Sound lead entities for consistency with the Puget Sound Chinook Recovery Plan, and projects must be consistent with the Puget Sound Action Agenda.

A lead entity, as described in the Salmon Recovery Act, RCW 77.85:

- Must be jointly designated by the counties, cities, and tribal governments in the area (usually a watershed) for which a habitat project list is developed. (77.85.050)
- May be a county, city, conservation district, special district, tribal government, regional recovery organization, or other entity. (77.85.050)



- Shall establish a committee that consists of representative interests of counties, cities, conservation districts, tribes, environmental groups, business interests, landowners, citizens, volunteer groups, regional fish enhancement groups, and other habitat interests. (77.85.050)
 - The committee shall compile and submit a ranked habitat project list to the Salmon Recovery Funding Board in accordance with procedures adopted by the board. (77.85.050)

The Thurston Conservation District Lead Entity is funded by the Board to carry out the duties mentioned above. The current contract is funded through December 31, 2017. Depending on the outcome of the Board's meeting on December 7th, additional funding may be available to carry the lead entity function through March 31, 2018. Funding for the remainder of the biennium is contingent on the Legislature adopting a capital budget or otherwise providing funding for this purpose.

The process for submitting projects for 2017 has already concluded, with the Board poised to approve the ranked lists on December 7th. If the District no longer wishes to serve as the lead entity or cannot comply with the statutory requirements, then the local jurisdictions (Thurston County, the cities of Olympia, Lacey, Rainier, and Tumwater, and the Squaxin Island Tribe) may designate a different organization to serve in this role.

I ask that you please provide a response outlining the District's willingness and ability to fulfill the lead entity role for the 2018 project recruitment process by December 20, 2017.

Please let me know if you have any questions.

Sincerely,



Kaleen Cottingham
Director

cc: Thurston County Commissioners
Washington State Conservation Commission
City of Olympia
City of Lacey
City of Rainier
City of Tumwater
Sheida Sahandy, Director, Puget Sound Partnership
David Troutt, Chair, Salmon Recovery Funding Board



Island County
Salmon Recovery Lead Entity
P.O. Box 5000, Coupeville, WA 98239

November 20, 2017

Board of Supervisors
Thurston Conservation District
2918 Ferguson St SW A
Tumwater, WA 98512

RE: Salmon Recovery Project Approval Processes and Conflict of Interest Safeguards

This letter explains the protections in place for the salmon recovery program throughout the state to ensure transparent awarding of funds and avoidance of conflicts of interest. As another Lead Entity Coordinator from a different part of the state and as someone who has worked with Amy Hatch-Winecka for over five years, I offer the following perspectives and information:

Facilitating a Lead Entity process requires knowledge of the state-mandated, region-coordinated and locally developed process. The role of facilitator, no matter which lead entity is involved, is to enable the local citizen and technical committees to make the best decisions for their local recovery efforts, not make the decisions for them. This is done by developing a defensible process that is independent of the personalities involved and sustainable through staff turnover. The process is reviewed and approved by the Salmon Recovery Region (Puget Sound Partnership) and the Washington Recreation and Conservation Office, (RCO) both of whom are state agencies and who ultimately defend the expenditure of funds at the state and federal levels.

All projects that are funded have gone through at least four levels of review and scrutiny between pre-proposal and funding approval – three of which are outside of the local Lead Entity. At no point in this process is the facilitator making decisions for the project sponsor or reviewers. Our role as facilitators is to ensure transparency and the best expenditure of funds. Our future funding depends on it.

The small restoration community within which we work means we are constantly challenged to maintain defensible conflict of interest policies. It is not uncommon, in a limited pool of sponsors, for one of the partners to have missions and abilities better aligned with the local recovery plan's goals and strategies. Some groups are focused on just salmon recovery in their area and are able to put together superior projects with efficiencies and historical knowledge than those that work over larger territories or with a broader focus. These specialized sponsors are often awarded what might appear to be an unfair amount of the recovery funding pie. This is one of the main reasons why our conflict of interest policies are so well defined and defensible. We all review and consider our conflict of interest policies with our citizens committee annually. We are also required to submit them for approval to the Governor's Salmon Recovery Office and RCO as part of our biannual reporting requirements.

Amy Hatch-Winecka is extremely well respected in our community for her integrity, dedication and ability. She has long been looked to as a leader and mentor. She led the Washington Salmon Coalition as vice chair and then chair for four years. During this time she represented our recovery efforts and process to the WA state legislature in Olympia, highlighting work that has been done around the state by 25 lead entities and countless partners. She led the effort to write the guide that we all now use on how to navigate the delicate matter of communicating with elected officials without entering into inappropriate lobbying territory. She is entrusted by our Region and State program managers with outlining the "do's and don'ts" of these communications because her reputation of appropriate and defensible decision making is impeccable and above reproach. She has also been invited to accompany the Puget Sound "Day on the Hill"

team of State agency representatives, Tribal leaders and national recovery experts because they respect her opinions and ability to fairly, succinctly and accurately navigate the communications and relationships in Washington DC.

Amy knows, respects and teaches what is appropriate and what should be avoided. She has never ventured into areas that would sully the reputation of the salmon recovery efforts and endanger our funding that we have all tirelessly worked to sustain and protect.

Thank you for your time. Please do not hesitate to contact me with any questions or clarifications.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dawn Spilsbury Pucci', with a stylized, cursive script.

Dawn Spilsbury Pucci

Island County Lead Entity Coordinator

d.pucci@co.island.wa.us

(360) 678-7916

2402 Capitol Way South
Olympia, Washington 98501
marketgardens@comcast.net ☎ (360) 754-9851

November 20, 2017

Sarah Moorehead
Acting Executive Director
Thurston County Conservation District
2918 Ferguson St SW, Suite A,
Tumwater WA, 98512

Re: Public Comment on TCD's tax increase proposal

Hello Sarah,

I was recently forwarded a copy of your Nov. 16 letter to the South Sound GREEN Advisory Group concerning the Thurston Conservation District's current funding request predicament.

According to the letter, TCD decided not ask Thurston County to renew the property tax assessment which for many years has provided a significant part of the District's funding and instead planned to switch over to a system of rates & charges which would take a bigger bite out of local property tax levy. It seems however that TCD did not properly vet its proposal with either the public or its own Board and now that the end of the year is rapidly approaching, the District is facing 2018 with the likelihood of no property tax funding and a big hole in its budget.

In the meantime, TCD has made a number of commitments to other organizations, like the Thurston County Voluntary Stewardship Program (VSP) for which it has agreed to serve as technical service provider. This provider role is essential to VSP's successful implementation but because of the District's lack of financial due diligence, TCD may now be unable to fulfill this commitment. Therefore, the District's self-imposed financial difficulties are not limited to TCD itself but are likely to affect other organizations and programs as well.

At present, the District still has about a month left to adopt a rates & charges funding package and then refer it on to the Thurston County Commission for its approval but the lack of vetting has apparently put the TCD Board (and perhaps the Thurston County Commission) in a difficult position. The District has not reached out to the larger public to explain its proposal, how it will benefit the public, and what it will cost. It has not engaged in a meaningful public process to obtain the public input and support necessary for the District Board to adopt the plan.

Without broad public support, TCD's last minute approach now seems to be aimed at reaching out to a few select groups (i.e. the South Sound GREEN Advisory Group) that rely on pass-through funding or other benefits provided by the District with the suggestion that they do some last minute lobbying of the TCD Board to encourage it to adopt a rates & charges funding plan. What's missing here is communications with the several hundred thousand property owners in Thurston County who provide that funding. These are the folks who pay the bills and who undoubtedly would like to hear from TCD when it is planning to either increase their property taxes or reduce its services.

Nor does it appear that TCD has reached out to other local organizations to ask for their help. For example, I have attended several dozen Thurston County Voluntary Stewardship Program (VSP) meetings over the past year or two with TCD staff in attendance at most if not all of them, but I don't recall District staff briefing our VSP Work Group about TCD's plans or asking for our feedback or support.

In short, it appears that TCD has not done its homework and is now in a pickle. It has abandoned its traditional source of property tax funding (the assessment) without doing the work necessary to assure its replacement by another funding source. It seems to have made commitments to provide services for

programs, like VSP, without taking reasonable steps to assure that it had the resources to do so. It has missed numerous opportunities to develop public understanding/support of its new tax funding plan and now at the 11th hours is hoping for a last minute reprieve through what seems like a proxy lobbying campaign of its own board.

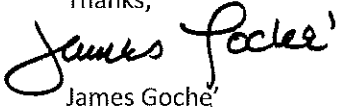
This then raises a couple of questions:

1. Given the foregoing, is it now fair or realistic to expect the TCD Board to take action on a rates & measures plan without broad public understanding and support of such an action? Is it proper for the District attempt to raise property taxes without first making its case to and obtaining support from the taxpayers of Thurston County? Even if the TCD Board can be persuaded to adopt a rates & charges assessment, is it fair to ask the Thurston County Commission to ratify it?
2. Can the TCD Board consider adopting a funding mechanism at its special meeting tomorrow since such an action item is not listed on its published meeting agenda?
3. And if TCD does indeed start 2018 with a large whole in its budget, what is the District's fallback plan? Has the District triaged its services, discussed the option of reducing salaries or laying off staff, or otherwise living within its means?

Please let me know if I have mischaracterized any aspect of your letter or the present situation. If not, I will look forward to your responses to the questions above.

Please provide the TCD Board members with copies of this letter prior to the Board meeting tomorrow (Nov. 21).

Thanks,

A handwritten signature in black ink that reads "James Goche". The signature is written in a cursive, flowing style.

James Goche

Xc: Eric Johnson, TCD Chair
Mark Clark, WSCC Executive Director
Thurston County Commission

Monday, Nov. 20, 2017

To Whom It May Concern:

My name is Cheryl Baumann. I am a longtime resident of the North Olympic Peninsula. I have worked fulltime as the coordinator of the North Olympic Lead Entity for Salmon based in Port Angeles for almost 12 years. During my time in this position, I have had the great pleasure and opportunity to work and learn from Amy Hatch-Winecka, who coordinates the Thurston Lead Entity.

I also was elected by our peers around the state to two terms as the president of the statewide Washington Salmon Coalition. This Coalition brings Lead Entity coordinators from around the state together to strategize, educate, advocate and improve the skills we use in our local communities as we advance salmon restoration work throughout Washington. In that position, I recruited Amy to join the executive team, encouraging her to serve in a vice president role, which would help prepare her to serve as president in a subsequent term. Amy served as Vice President and then President for two terms and did a very admirable job. We were in good hands with Amy at the helm.

She is good with different types of people, positive, intelligent, with a good sense of humor to help get her through challenges, of which we have many in salmon recovery. Amy brings a passion for this work, speaks positively of her local program and participants, and well represents them and us in local and statewide forums and occasionally on the federal level as well. I know she has also taken additional graduate college courses that benefit her work. She has made suggestions that have helped me in my role. One last thing, this work is all about building bridges with multiple stakeholders, funders, etc. Programs that have experienced staff with longterm knowledge, experience and relationships can help make great things happen.

If you have questions or I can be of further assistance, please do not hesitate to call me at 360-912-4152.

Sincerely,

Cheryl Baumann

Cheryl Baumann
360-912-4152

Draft



MEMO

To: TCD Board of Supervisors

From: Sarah Moorehead (*Acting Executive Director*)

Date: May 24, 2018

Subject: December 20, 2017 Board Meeting Minutes

The December 20, 2017 Board Meeting Minutes will be provided to the Board at or before the May 29, 2018 Monthly Board Meeting Work Session.

Tab 6

2018 Annual Work Plan (1/1/18 – 12/31/18) Thurston Conservation District

For More Information Contact:

Sarah Moorehead, Interim Executive Director

360.754.3588, x136; smoorehead@thurstoncd.com



Mission of the Thurston Conservation District

- *Thurston Conservation District, 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.*

Natural Resource Priorities

1. Water Quality and Quantity

As a valuable and vital resource, water quality and quantity impact every sector of life. We will continue to provide education and technical assistance to all land owners/operators within our district that aims to inform and mitigate the individual's impact to water quality and quantity. We strive for clean drinking water, the upgrade of 303(d) listed stream segments, meeting Total Maximum Daily Load (TMDL) pollution reduction targets, and upgrades to commercial and recreational shellfish harvesting areas. In addition to implementing Best Management Practices and green infrastructure to reduce or treat stormwater, we provide active and on-going education to our most sensitive shellfish producing areas: the Henderson Inlet and Nisqually Reach Shellfish Protection Districts.

2. Protect and Restore Ecosystems

We recognize the quantity and diversity of critical ecosystems within our region and strive to protect intact habitat, while working to restore degraded areas. Thurston County is home to state and federally listed endangered species, prairie ecosystems, vital marine and estuarine habitat, forestland, sensitive riparian areas and shellfish beds. Education is the first step to resource conservation on private lands and the district will continue to engage the community to raise awareness of the vital roles our critical ecosystems and their processes play. We will also continue to coordinate financial resources and facilitate ecosystem recovery from the local level.

3. Producer Support and Preservation of Working Lands

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

4. Urban and Rural Land Stewardship

We recognizes the diversity within our community and adapts to meet the needs of our rural and urban settings. Through technical assistance and education, we work to foster stewardship of natural resources from all individuals in our community. Thurston Conservation District strives to be the go-to resource for land owners/operators concerning all natural resource conservation issues on their land.

5. Local Food Production and Consumption

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

6. Climate Change Adaptability

To help producers and land owners/operators understand and adapt to the changing climate, we continue to engage in and relay the best available science through education and technical assistance services. We seek to support our community in proactive climate change adaptation measures such as flood and fire prevention, drought, ocean acidification in local marine waters, suitable crops, and forest regeneration incorporating climate adaptability, and alternative pest and plant disease control. We are committed to work with our community to conserve and protect our

natural resources in response to climate change. In addition, we strive as an organization to demonstrate sustainable practices in our work and office culture.

Operations: Information / Education Priorities and District Operations

1. Community Outreach and Engagement

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

2. Adult and Youth Conservation Education

We seek to provide in-depth natural resource conservation education to both youth and adults. Education is the first step to conservation. In collaboration with our partners, we provide workshops; on-site tours, training courses and other events that help individuals become stewards of our shared natural resources. Providing education to youth creates a lifelong stewardship ethic and strong connection and understanding of natural resource conservation issues. We also make our clients aware of training and education opportunities by acting as a clearing house for information in natural resources and related topics.

3. District Operations

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

2017 Annual Work Plan Thurston Conservation District



Program Areas: Water Quality and Quantity

Goal(s): Provide education and technical assistance to all land owners/operators within our district that aims to inform and mitigate the individual's impact to water quality and quantity. We strive for clean drinking water, the upgrade of 303(d) listed stream segments, meeting Total Maximum Daily Load (TMDL) pollution reduction targets, and upgrades to commercial and recreational shellfish harvesting areas

Funding Source(s): , Washington State Conservation Commission (WSCC) Shellfish Protection District Fund, , Recreation and Conservation Office (RCO)

| Strategic Plan Goal ¹ | Activities for 2017 | Target Dates | Position Responsible ² | Funded Costs | Notes |
|----------------------------------|--|--------------|---|--------------|---|
| 1 | Assist 5 shoreline landowners (in areas identified by NPS tool as med/high priority) to implement practices that support water quality and quantity SPGGoal (SPG): 50 by 2022 By 2022, Thurston Conservation District will successfully garner funds to implement a <u>Shore Friendly</u> Thurston program | 12/31/18 | Habitat Spec Habitat Tech SSG Coordinator | \$40,000 | |
| 2 | SPG same as above | Ongoing | Habitat Spec Habitat Tech SSG Coordinator | \$38,286 | Completed for SPD area, currently working to expand to all of PS watersheds |
| 3 | Continue to host annual Salmon Camp event SPG Same | 8/31/18 | Lead Entity Coord Habitat Spec TCD AmeriCorps | \$2,500 | |
| 4 | Continue to host Lead Entity program & successfully lead facilitation of the science-based, citizen led annual grant process | Ongoing | Lead Entity Coord Admin Asst | \$32,426 | |

¹Reference Natural Resource Goals identified in TCD's 2017-2022 5-Year Plan

² First position listed indicates project/program lead

| | SPG Same | | | | | |
|---------------------|---|--------------|---|----------------------------------|-------|--|
| Strategic Plan Goal | Activities for 2017 | Target Dates | Position Responsible | Funded Costs | Notes | |
| 5 | Restore ½ mile of riverine, marine, and wetland conditions to achieve functionality (either directly or facilitated by TCD) SPG: 2 miles by 2022 | 12/31/18 | Habitat Specialist Lead Entity Coord Habitat Tech Resource Spec Resource Tech | \$5,693 | | |
| 7 | Continue education of local, state, and federal elected leaders, and coordinate with Tribes on benefits of the investment in salmon recovery | Ongoing | Lead Entity Coord Exec Director Board | \$7,500 | | |
| 8 | SPG Same 1,200 youth will collect water quality data on more than 46 monitoring sites through the South Sound GREEN (SSG) program and share this data with community partners SPG: 6k by 2022 | 12/31/18 | SSG Coordinator SSG AmeriCorps | Funding included in activity #68 | | |
| 9 | Assist 3 landowners to implement water use efficiencies SPG: 20 by 2022 | 12/31/18 | Resource Specialist Resource Tech Habitat Specialist Habitat Tech | \$5,693 | | |
| 11 | Efforts supported by TCD to reduce nonpoint source pollution, resulting in the upgrade of 15 acres of shellfish beds and no new downgrades in any shellfish area. SPG: 75 by 2022 | 12/31/18 | Resource Spec Resource Tech E/O staff | \$52,000 | | |
| 12 | Host 10 workshops addressing agricultural practices impacting surface/groundwater SPG: 50 by 2022 | 12/31/18 | Resource Spec E/O staff | \$42,848 | | |
| 13 | Provide 150 soils tests | 12/31/18 | Resource Tech | \$10,626 | | |

SPG: 150 annually

Total Funded Cost of 2017 Water Quality and Quantity Activities

\$226,946

Program Areas: Protect and Restore Ecosystems

Goal(s): Provide educational, technical, and cost share assistance to support landowner stewardship of ecosystem resources and continue to engage the community to raise awareness of the vital roles our critical ecosystems and their processes.

Funding Source(s): , WSCC, RCO, Shellfish Protection District Fund, Puget Sound Partnership Near Term Action Award

| Strategic Plan Goal | Activities for 2017 | Target Dates | Position Responsible | Funded Costs | Notes |
|--|---|--------------|---|------------------|-------|
| 14 | Facilitate the protection of 200 acres to increase ecosystem protection SPG: 1,000 by 2022 | 12/31/18 | Deputy Director Habitat Spec Habitat Tech | \$36,500 | |
| 15 | Facilitate enrollment of 30 acres in the Conservation Reserve Enhancement Program (CREP) SPG: 200 by 2022 | 12/31/18 | Habitat Spec Habitat Tech | \$49,536 | |
| 16 | Implement at least one (1) culvert/barrier removal project, continuing to seek funding as needed SPG: 2 barriers, opening 3 mi habitat by 2022 | Ongoing | Deputy Director Habitat Spec Habitat Tech | \$35,062 | |
| 17 | Facilitate the restoration of 15 acres of degraded habitat SPG: 100 acres by 2022 | Ongoing | Habitat Spec Habitat Tech SSG Coordinator AmeriCorps | \$67,426 | |
| Total Funded Cost of 2017 Protect and Restore Ecosystems Activities | | | | \$188,524 | |

Program Areas: Producer Support and Preservation of Working Lands

Goal(s): Provide technical assistance and conservation planning services to landowners/operators. Assist with implementation of Best Management Practices. Serve as the technical provider for the Voluntary Stewardship Program. Assist new and beginning working lands managers (commercial and non-commercial) in planning for future and beyond retirement. Partner with key organizations and individuals to provide quality technical, financial and educational resources. Promote regenerative agriculture and sustainable forestry encouraging conservation of natural resources and economic viability of the operations.

Funding Source(s): WSCC, Shellfish Protection District Fund, Voluntary Stewardship Program

| Strategic Plan Goal | Activities for 2017 | Target Dates | Position Responsible | Funded Costs | Notes |
|---------------------|--|--------------|---|--------------|---|
| 19 | Participate in VSP Work Group meetings and implement VSP program SPG: Implement to extent feasible by 2018 | 12/31/18 | Executive Director Resource Spec | \$47,320 | |
| 20 | Engage in identifying a landowner to establish a district held conservation easement SPG: 1 ce by 2019 | 12/31/18 | Executive Director | \$2,000 | *Staff will seek additional funding for this item in 2018 |
| 22 | Serve 100 producers, including beginning, experienced, and retiring producers, as well as across commercial and non-commercial operations SPG: 2000 by 2022 | 12/31/18 | Ag Outreach Spec E/O Coordinator Resource Spec Resource Tech | \$ \$30,000 | |
| 23 | Enroll 100 acres in South Sound FarmLink SPG: 1000 by 2020 | 12/31/18 | Ag Outreach Spec E/O Coordinator | \$5,000 | |
| 25 | Offer technical training and resources to new and beginning producers SPG: by 2017 | 12/31/18 | Ag Outreach Spec E/O Coordinator Resource Spec Resource Tech | \$5,000 | |

Total Funded Cost of 2017 Producer Support and Preservation of Working Lands Activities

\$87,320

Program Areas: Rural and Urban Land Stewardship

Goal(s): Provide support to landowners, forest landowners, and agricultural producers for the purpose of protecting natural resources and enhancing the local working lands economy and communities.

Funding Source(s): , Washington State Conservation Commission, Shellfish Fund, Voluntary Stewardship Program

| Strategic Plan Goal | Activities for 2017 | Target Dates | Position Responsible | Funded Costs | Notes |
|---------------------|--|--------------|---|--------------|---------------------------------------|
| 28 | Develop 10 conservation plans (including CREP plans, forestry plans, and VSP Individual Stewardship Plans) | 12/31/18 | Habitat Spec Resource Tech Habitat Tech | \$ 62,670 | VSP funding included in Goal #19 only |
| 29 | SPG: 250 by 2022 Recommend 150 Best Management Practices to landowners/operators | 12/31/18 | Habitat Spec Resource Tech Habitat Tech | \$ \$69,484 | |
| 30 | SPG: 900 by 2022 Work with landowners/operators to implement 30% of Best Management Practices (BMPs) | 12/31/18 | Habitat Spec Resource Tech Habitat Tech | \$ \$49,858 | |
| 32 | SPG: 60% by 2022 Host 10 workshops, 2 community meetings, and 1 field trips for residents of Thurston County to highlight rural and urban land stewardship practices and principles | 12/31/18 | Ag Outreach Spec Habitat Spec E/O Coordinator Resource Tech | \$ \$54,080 | |
| | SPG: 100 ws, 30 cm, and 30 ft by 2022 | | | | |

| | | | | | |
|--|--|---------------------|---|---|---|
| 33 | Coordinate 3 volunteer-driven work parties to restore degraded habitat SPG: 15 by 2022 | 12/31/18 | TCD AmeriCorps SSG Coordinator | Funding included in AmeriCorps position cost & activity #68 | |
| 34 | Partner to treat 15 acres of invasive (non-native) species (plants & animals) and restore with native plant species SPG: 100 acres by 2022 | 12/31/18 | Habitat Spec SSG Coordinator Habitat Asst AmeriCorps | \$23,540 | |
| 36 | When applicable, include recommendations for stormwater treatment/maintenance in conservation plans SPG: by 2022 | Ongoing | Resource Spec Habitat Spec Resource Tech Resource Asst | Funding included in activities #28 and #30 | |
| Strategic Plan Goal | Activities for 2017 | Target Dates | Position Responsible | Funded Costs | Notes |
| 37 | Increase outreach and program delivery focusing on urban resource stewardship to 75 households in urban communities SPG: 500 by 2022 | 12/31/18 | E/O Coordinator | \$10,035 | |
| 40 | By 2022, continue to host an equipment rental service providing land owners/operators access to tools for implementing stewardship practices SPG: Same as above | Ongoing | Administrative Asst | \$3,460 | *Funding solely generated by fees in 2018 |
| Total Funded Cost of 2017 Rural and Urban Land Stewardship Activities | | | | \$234,127 | |

Program Areas: Local Food Production and Consumption

Goal(s): Increase engagement in local food system to support working lands, rural economic development, reducing pollution caused by processing and transportation, equitable access to healthy local food, improve economic viability of ag community.

Funding Source(s): Washington State Conservation Commission, Shellfish Fund

| Strategic Plan Goal | Activities for 2017 | Target Dates | Position Responsible | Funded Costs | Notes |
|---------------------|--|--------------|---|---|-----------------|
| 41 | Serve 10 commercial operations and 50 backyard/homestead gardens and 3 community gardens. SPG: 50 co, 100 b/h, & 5cg by 2021 | 12/31/18 | Ag Outreach Spec E&O Coordinator Resource Spec Resource Tech | \$26,305 | |
| Strategic Plan Goal | Activities for 2017 | Target Dates | Position Responsible | Funded Costs | Notes |
| 42 | Serve 20 backyard gardeners/homesteaders through the equipment rental program SPG: 50 by 2018 | 12/31/18 | Admin Asst Resource Team | *Funding solely generated by fees in 2018 | |
| 44 | Provide 2 skill-building opportunities for backyard gardeners/homesteaders SPG: 10 by 2020 | 12/31/18 | Ag Outreach Spec Resource Spec E/O Coordinator | \$10,000 | |
| 45 | Provided education and technical assistance to 3 community gardens in Thurston County SPG: 10 by 2019 | 12/31/18 | Ag Outreach Spec Resource Spec E/O Coordinator Resource Tech | *Included in Goal #41 | |
| 46 | Increase the number of community gardens involved in soil testing program to 3 SPG: 10 by 2020 | 12/31/18 | Admin Asst Resource Team E&O Coordinator | *Included in Goal #41 | |
| 48 | Work with partners to increase consumption and accessibility of locally produced food by supporting South Sound Food System Network, STEDl and other initiatives at 10 outreach events | 12/31/18 | Ag Outreach Spec E/O Coordinator | | Pending funding |

| | | | | | |
|---|--|----------|----------------------------|----------------------------------|--|
| | SPG: 50 by 2022 | | | | |
| 49 | 50% of district purchased refreshments for district hosted events will support local farm and food businesses SPG: 75% by 2018 | 12/31/18 | Exec Director All Staff | Funding included in activity #32 | |
| 50 | Identify partners to engage in identifying TCD's role to increase food accessibility for vulnerable populations in our community SPG: TCD will work with partners to... by 2020 | 12/31/18 | E/O Coordinator | \$3,000 | |
| Total Funded Cost of 2017 Local Food Production and Consumption Activities | | | | \$35,303 | |

Program Areas: Climate Change Adaptability

Goal(s): Help producers and landowner/operators understand and adapt to the changing climate. Seek to support our community in proactive climate change adaptation measures. Work with community to conserve and protect our natural resources in response to climate change. Strive as an organization to demonstrate sustainable practices in our work and office culture.

Funding Source(s): , Washington State Conservation Commission, Shellfish Fund, Soil Health Grant

| Strategic Plan Goal | Activities for 2017 | Target Dates | Position Responsible | Funded Costs | Notes |
|---------------------|---|--------------|--|----------------------------|-------|
| 54 | Host 1 workshop and or site visit leading to implementation of the Firewise Program SPG: 5 by 2020 | 12/31/18 | Resource Spec Resource Tech E/O Coordinator | \$4,000 | |
| 55 | Host 2 workshops addressing climate change adaptations for local producers and landowner/operators. | 12/31/18 | Ag Outreach Spec Resource Spec E/O Coordinator | Pending additional funding | |

| | | | | | |
|---|--|----------|--------------------------------|-----------------|--|
| | SPG: 6 ws, 1 comm. Forum by 2019 | | | | |
| 56 | Identify climate change practices that utilize best available science, and develop effective monitoring and adaptive management protocols SPG: work with 25 landow/op to implement... practices by 2020 | 12/31/18 | Resource Spec Resource Tech | \$29,986 | |
| Total Funded Cost of 2017 Climate Change Adaptability Activities | | | | \$33,986 | |

Program Areas: Community Outreach and Engagement

Goal(s): Engage the community in active conservation and regenerative use of natural resources. Seek to facilitate strong relationships with landowners/operators in our area by increasing volunteer opportunities and participation in district programs and services. Increase presence and continuously adapt to meet the community's needs.

Funding Source(s): Washington State Conservation Commission, Shellfish Fund

| Strategic Plan Goal | Activities for 2017 | Target Dates | Position Responsible | Funded Costs | Notes |
|---------------------|---|--------------|--|--------------|-------|
| 58 | Increase the number of district volunteers to 15. SPG: 50 by 2020 | 12/31/18 | TCD AmeriCorps SSG Coordinator Admin Asst | \$3,500 | |
| 59 | Increase outreach to 5 new existing community organizations to raise awareness of TCD and our services SPG: 10 by 2018 | 12/31/18 | Ag Outreach Spec E/O Coordinator TCD AmeriCops | \$3,000 | |
| 60 | 50% of TCD outreach materials to be revised to ensure consistent, science-based, professional branding SPG: 100% by 2018 | 12/31/18 | Ag Outreach Spec E/O Coordinator | \$2,500 | |

| 61 | Conduct outreach to all elected officials representing Thurston Co (State, County, and Cities) to increase recognition of conservation districts as local resources on private lands SPG: by 2017 | 12/31/18 | Exec Director Deputy Director Ag Outreach Spec Board | \$7,496 | |
|--|--|--------------|--|--|-------|
| 63 | Conduct annual outreach to all State elected officials representing Thurston Co. during Legislative Session SPG: Same as above | 12/31/18 | Board Exec Director Ag Outreach Spec | Funding included in activities #82 & #92 | |
| Strategic Plan Goal | Activities for 2017 | Target Dates | Position Responsible | Funded Costs | Notes |
| Total Funded Cost of 2017 Community Outreach and Engagement Activities | | | | \$16,496 | |

Program Areas: Adult & Youth Education

Goal(s): Provide in-depth natural resource conservation education to adults and youth. In collaboration with partners, provide workshops, on-site tours, training courses, and other events that help individuals become stewards. Make county residents aware of training and educational opportunities by acting as a clean house for information in natural resources and related topics.

Funding Source(s): South Sound GREEN Program (SSG), Recreation and Conservation Office, Shellfish Fund, Other Conservation Districts, Plant Sale revenues, Puget Sound Partnership Near Term Action

| Strategic Plan Goal | Activities for 2017 | Target Dates | Position Responsible | Funded Costs | Notes |
|---------------------|--|--------------|----------------------|--------------|-------|
| 68 | TCD will support the implementation of South Sound GREEN's (SSG) 2016-20 Vision for the Future and continue to improve access to environmental education for local teachers and students SPG: by 2022 | Ongoing | Board & Staff | \$93,430 | |

| | | | | | |
|----|--|----------|---|----------------------------------|--|
| 69 | SSG will continue to engage participating teachers and volunteers and increase involvement by 2% | 12/31/18 | SSG Coordinator SSG AmeriCorps | Funding included in activity #68 | |
| 70 | SPG: 10% by 2022 1200 youth will participate in the Annual Student GREEN Congress SPG: 2000 by 2022 SSG to host at least 3 professional development opportunities for teachers to strengthen their knowledge of local conservation issues | 3/31/18 | SSG Coordinator SSG AmeriCorps | Funding included in activity #68 | |
| 71 | SPG: 15 by 2022 500 students will participate in SSG's Puget Sound Nearshore trips | 12/31/18 | SSG Coordinator SSG AmeriCorps | Funding included in activity #68 | |
| 72 | SPG: 2500 by 2022 SSG will work to fully align water quality curriculum and supporting lessons to the Next Generation Science Standards | 12/31/18 | SSG Coordinator SSG AmeriCorps | Funding included in activity #68 | |
| 73 | SPG: will fully align by 2022 Increase the number of youth participating in the South Sound Regional Envirothon by 20 | Ongoing | SSG Coordinator | Funding included in activity #68 | |
| 74 | SPG: Increase to 100 by 2022 Increase participation of high schools in the South Sound Regional Envirothon by 1 | 5/31/18 | TCD AmeriCorps Ag Outreach Spec E/O Coordinator | Funded thru donations | |
| 75 | SPG: Increase to 5 by 2022 Educate 12 youth through the summer Salmon Camp program | 5/31/18 | TCD AmeriCorps Ag Outreach Spec E/O Coordinator | Funded thru donations | |
| 76 | SPG: 100 by 2022 Partner to deliver Wheat Week to 1000 students in 35 classrooms in Thurston County | 5/31/18 | Deputy Director TCD AmeriCorps E/O Coordinator | \$5,883 | |
| 77 | SPG: by 2017 | Ongoing | Exec Director SSG Coordinator | Funded by Franklin CD | |

| | | | | | |
|---|--|---------------------|---|---------------------|--------------|
| 78 | Education 200 adults through workshops and other educational events SPG: 500 by 2022 | 12/31/18 | Ag Outreach Spec E/O Coordinator Res. Spec / Tech Habitat Specialist | \$55,757 | |
| Strategic Plan Goal | Activities for 2017 | Target Dates | Position Responsible | Funded Costs | Notes |
| 79 | Increase attendance in Annual Native Plant Festival to 260 SPG: 400 by 2022 | 3/4/18 | E/O Coordinator w/ support from other staff & board | \$11,337 | |
| 80 | Host 7 partner organization and businesses providing workshops, demonstrations and outreach booths at Native Plant Festival SPG: 20 by 2022 | 3/4/18 | E/O Coordinator W/ support from other staff & board | Funded in Goal #79 | |
| Total Funded Cost of 2017 Adult & Youth Education Activities | | | | \$ \$155,070 | |

Program Areas: District Operations

Goal(s): Operate in a transparent and ethical manner. Leverage funding from multiple sources to increase our conservation impact on the ground. Retain accountable financial processes, diligent and wise use of public and private dollars, and clean audits. Continue to find sustainable avenues to grow as an organization and increase our positive impact in Thurston County.

Funding Source(s): Other Districts, WSCC, Russell Family Foundation

| | | | | | |
|----------------------------|--|---------------------|--|---------------------|--------------|
| 82 | Demonstrate effectiveness of district programs and services to the community and elected officials to achieve approval of the Rates & Charges system SPG: Same as above | 12/31/18 | Executive Director Ag Outreach Spec E/O Coordinator Treasurer Board | \$5,378 | |
| Strategic Plan Goal | Activities for 2017 | Target Dates | Position Responsible | Funded Costs | Notes |

| | | | | | |
|------------------------|---|-------------------------|---|---------------------|--------------|
| 83 | Work to convert to a system of Rates & Charges SPG: Convert by 2018 | 11/15/18 | Exec Director Ag Outreach Spec Treasurer Board | \$8,000 | |
| Strategic Plan Goal | Activities for 2017 | Target Dates | Position Responsible | Funded Costs | Notes |
| | 84 Work to bring the pre-1948 parcels within the city limits of Yelm, Tenino and Rainier incorporated into the district's boundaries SPG: Incorporated by 2018 | 12/31/18 | Exec Director Board Ag Outreach Spec | \$1,000 | |
| | 85 Retain all current cities in the Rates & Charges transition SPG: by 2018 | 12/31/18 | Exec Director Deputy Director Board Ag Outreach Spec | \$1,000 | |
| | 86 Increase funding by 10% to support programs and delivery SPG: 50% by 2022 | 12/31/18 | Board Exec Director Deputy Director | \$1,000 | |
| | 88 Rebuild technical and administrative staff capacity to 2017 levels, as funding allows SPG: 25% by 2022 | 12/31/18 | Executive Director Finance | \$2,500 | |
| 90 | Annually demonstrate consistent accountability and responsibility for public funds via successful completion of annual State Auditor reports, and regular audits with 'finding-free' outcomes SPG: Same as above | Ongoing | Staff and Board | \$35,650 | |
| 91 | Annually achieve and maintain the highest level of compliance with the Washington State Conservation Commission's Accountability and Performance Program (CAPP) SPG: Same as above | Ongoing | Staff and Board | \$30,150 | |

| Strategic Plan Goal | Activities for 2017 | Target Dates | Position Responsible | Funded Costs | Notes |
|--|---|--------------|--|--------------|-----------------------------------|
| 92 | Annually share adopted budgets, annual, and strategic plans, public meeting notifications, and board meeting agendas and minutes with the public. SPG: Same as above | Ongoing | Admin Asst Exec Director Board & other staff | \$20,296 | |
| 93 | Continuously protect the privacy of landowners/operators and their operations, in accordance with our ethic, in conjunction with legislative authority and Washington State Conservation Commission oversight SPG: Same as above | Ongoing | Staff & Board | \$20,250 | |
| 94 | Reach 2,000 Thurston County residents via website, social media analytics, in person, etc. SPG: 100,000 by 2022 | 12/31/18 | E/O staff SSG Coordinator AmeriCorps Admin Asst | \$5,378 | |
| * | Review and update Policies & Procedures Manual Not in SP; Carry over from 2016 AP | Ongoing | Exec Dir Board Other staff support | \$2,500 | * Ongoing organizational activity |
| * | Participate in Puget Sound CD Caucus by attending at least 75% of meetings and be involved in coordinated efforts Not in SP; Carry over from 2016 AP | Ongoing | Exec Director Board Rep | \$5,559 | * Ongoing organizational activity |
| Total Funded Cost of 2017 District Operations Activities | | | | \$138,660 | |

TOTAL 2017 Budget

\$1,165,432



2018 Annual Budget Thurston Conservation District

Thurston Conservation District
2018 Consolidated Budget; Assessment, Grant and Program budgets combined

| FUNDING SOURCES | BUDGET | EXPENSES | BUDGET |
|--|---------|--------------------------|---------|
| Assessment | | | |
| Carry forward from 2017 | | Salaries & Benefits | 711,755 |
| Assessment | 100,000 | Supplies | 38,599 |
| | | Professional Services | 180,557 |
| Grants | | | |
| RCO - Lead Entity | 150,702 | Contracted Services | 72,666 |
| Conservation Commission | 247,707 | | |
| South Sound Green Shellfish Protection | 93,430 | | |
| District | 247,477 | Travel | 21,229 |
| DOH NTA | 146,519 | Facilities and Utilities | 75,524 |
| Thurston County NTA | 111,582 | | |
| Misc Small Grants | 30,355 | Shared Work Program | 2,435 |

Tab 7

THURSTON CONSERVATION DISTRICT (TCD)
DISTRICT GOVERNANCE ACTION PLAN
PROPOSED JANUARY 2018; ADOPTED BY THE TCD BOARD JANUARY 30, 2018
DRAFT UPDATE: 4.24.2018

| | ISSUE | ACTION(S) TO RESOLVE | DISTRICT RESOLUTION EFFORTS (SUMMARY) | LEAD / RESPONSIBLE PERSON | TIMELINE |
|---|--|---|--|------------------------------|---|
| 1 | Disrespectful and inappropriate behavior at open public meetings | A. Board members will sign a pledge to openly communicate with each other, as part of the Code of Conduct and Open Public Meetings Act. | <i>This is dependent upon #5.</i> | TCD Board | By July 31, 2018 |
| 2 | Disrespectful and inappropriate behavior between staff and supervisors | A. Co-create and adopt organization-wide Code of Conduct Signed by TCD Board & Staff B. Organize a work session between TCD Board and Staff by 7/31/2018. | <i>This is dependent upon #5.</i> | TCD Board & Staff | By July 31, 2018 |
| 3 | Demonstrated unwillingness to understand and uphold CD Policies | A. Each Supervisor will have a hard copy policy and procedure handbook. B. Supervisors will commit to reading at least 1 item out of the handbook per meeting. C. The Board will prioritize the policies that need to be updated. | <i>A. Completed as of 2.27.2018. Each TCD Board Supervisor has received a hard copy policy and procedures book that is present at every Board Meeting.</i> <i>B. Completed to date. TCD Board Supervisors have reviewed and revised policies at either (1) regular or special meeting per</i> | Board Chair | At every board meeting beginning with regular board meeting in February 2018. |

| | | | | | |
|---|---|--|--|---------------------------|---|
| | | | <i>month beginning 2.15.2018. Board Chair read a policy at the 4.24.2018 meeting.</i> | | |
| | Passive aggressive behavior | <p>A. Acting Executive Director will re-send letter to TCD Board RE: 11/1/2017 WSCC Letter to TCD Board – will resend letter to Board, Shana and Paul</p> <p>B. Will send out Board reminders about TCD staff meetings by Monday before each meeting</p> | A. Completed as of 1.29.18 | Acting Executive Director | By March 31, 2018 |
| 4 | | | | | |
| | Inaction on advice from Enduris following investigation | <p>A. Invite Michelle Fossum to upcoming TCD Board Meeting</p> <p>B. Discuss recommendations and advice from Enduris</p> <p>C. Create action plan/response</p> <p>D. Inform staff of action plan</p> | A. Completed | Board Chair | <p>A. By regular February Board Meeting</p> <p>B. By April 30, 2018</p> <p>C. By June 30, 2018</p> <p>D. By July 31, 2018</p> |
| 5 | | | | | |
| | Lack of board member travel reimbursement policy | <p>A. Develop Board Member Travel Policy</p> <p>B. Richard will send new proposed policies to TCD Board</p> | A. Work has been done to update/create Board Member Travel Policy draft. This item has not yet been completed or adopted as of 4.20.2018. | <p>A. Richard</p> | By March 31, 2018 May 31, 2018 |
| 6 | | | B. Completed | | |

| | | | | | |
|----|--------------------------------------|---|---|--|--|
| 7 | Lengthy & inefficient board meetings | <p>A. Staff will send out draft agenda by 2 Friday's before meeting</p> <p>B. Board will provide comment by the following Monday</p> <p>C. Chair will finalize a draft agenda the Wednesday before each meeting</p> <p>D. Packets sent out to Board the Thursday before each meeting</p> | <p>Completed for month of February. Generally an earlier schedule of approving and posting meeting agenda has been followed (though not exactly as specified). As staff capacity decreases, it has posed challenges in adhering to this schedule. It will remain a priority to follow this process in a timely and efficient manner.</p> | <p>A. TCD Staff B. TCD Staff C. Paul</p> | <p>A. By January 9, 2018 B. By January 9, 2018 C. By June 30, 2018</p> |
| 8 | Overly detailed meeting minutes | <p>A. No transcription of meeting minutes</p> <p>B. Staff will provide action-oriented minutes for the 1/9/2018 Special Meeting using the agenda as an outline, including motions, important discussions and events</p> <p>C. TCD Board will review policy for audio recordings and meeting minutes</p> | <p>A. Completed as of 1.30.18 B. Completed as of 1.30.18, including all future meetings</p> | | |
| 9 | Lack of Communication | <p>A. TCD Board Members will report out on relevant meetings re: TCD business at each Board Meeting</p> | <p>A. Meeting reports and summaries have been received by Doug Rushton, as of 1.30.2018</p> | <p>A. TCD Board</p> | <p>Ongoing, effective immediately</p> |
| 10 | | | | | |
| 11 | | | | | |

*Blank rows are for district to insert additional issues and actions as necessary.

District Governance Action Plan agreed to on January 30th 2018 in Tumwater, Washington by the following:

| SIGNATURE | | POSITION |
|------------------|--|---|
| | | CONSERVATION DISTRICT CHAIR |
| | | CONSERVATION DISTRICT VICE CHAIR |
| | | CONSERVATION DISTRICT AUDITOR |
| | | CONSERVATION DISTRICT SUPERVISOR |
| | | CONSERVATION DISTRICT SUPERVISOR |
| | | CONSERVATION DISTRICT (Acting) EXECUTIVE DIRECTOR |
| | | CONSERVATION COMMISSION STAFF – REGIONAL MANAGER |

Notes by S. Joy in red type
under District Resolution
Efforts column.

THURSTON CONSERVATION DISTRICT (TCD) DISTRICT GOVERNANCE ACTION PLAN

PROPOSED JANUARY 2018; ADOPTED BY THE TCD BOARD 1/30/2018





| | ISSUE | ACTION(S) TO RESOLVE | DISTRICT RESOLUTION EFFORTS (SUMMARY) | LEAD / RESPONSIBLE PERSON | TIMELINE |
|---|--|---|---|------------------------------|---|
| 1 | Disrespectful and inappropriate behavior at open public meetings | A. Board members will sign a pledge to openly communicate with each other, as part of the Code of Conduct and Open Public Meetings Act. | No Code of Conduct adopted by TCD board & staff as of 4.24.18 | TCD Board | By March 31, 2018 |
| 2 | Disrespectful and inappropriate behavior between staff and supervisors | A. Co-create and adopt organization-wide Code of Conduct Signed by TCD Board & Staff | No Code of Conduct adopted by TCD board & staff as of 4.24.18 | TCD Board & Staff | By March 31, 2018 |
| 3 | Demonstrated unwillingness to understand and uphold CD Policies | A. Each Supervisor will have a hard copy policy and procedure handbook. B. Supervisors will commit to reading at least 1 item out of the handbook per meeting. C. The Board will prioritize the policies that need to be updated. D. Review select section(s) of policy manual for each Board meeting & ensure the time is allotted on the | A. A binder with TCD policy & procedures was provided to each board member by Feb. board meeting. B. and D. Policy & Procedures Updates appeared on the agenda for Feb and March 2018 regular board meetings. The board spent time discussing policy and procedures updates at both meetings. Not on April 24 meeting agenda. C. The Chair and Auditor appear to be selecting the policy or policies to be priorities for updating. | Board Chair | At every board meeting beginning with regular board meeting in February 2018. |

| | | agendas. | | Acting Executive Director | By March 31, 2018 |
|---|---|---|--|---------------------------|---|
| 4 | Passive aggressive behavior | <p>B. Acting Executive Director will re-send letter to TCD Board RE: 1/11/2017 WSCC Letter to TCD Board</p> <p>C. Acting Executive Director will send TCD Board reminders about TCD Staff meetings</p> | <p>B. AED included staff letter responding to WSCC ltr of 11.1.17 in 11.21.17 board mtg packet, unsure when or if was sent to BOS again.</p> <p>C. No evidence of action occurring by AED.</p> | | |
| 5 | Inaction on advice from Enduris following investigation | <p>A. Invite Michelle Fossum to upcoming TCD Board Meeting</p> <p>B. Discuss recommendations and advice from Enduris</p> <p>C. Create action plan/response</p> <p>D. Inform staff of action plan</p> | <p>A. Chair reported speaking to MF at March 27 BOS meeting.</p> <p>B. No evidence of action.</p> <p>C. No evidence of action.</p> <p>D. No evidence of action.</p> | Board Chair | <p>A. By regular February Board Meeting</p> <p>B. By April 30, 2018</p> <p>C. By April 30, 2018</p> <p>D. By April 30, 2018</p> |
| 6 | Lack of board member travel reimbursement policy | <p>A. Develop Board Member Travel Policy</p> <p>B. Richard will send new proposed policies to TCD Board</p> | <p>A. No travel policy adopted for board members as of 4.24.18</p> <p>B. Richard is included on the Policy Sub-committee which has discussed draft travel policy</p> | <p>A. Richard</p> | By March 31, 2018 |
| 7 | Lengthy & inefficient board meetings | <p>A. Staff will send out draft agenda by 12 days before meeting (February 14th)</p> <p>B. Board will provide comment by 11 days before meeting (February 15th) to AED</p> <p>C. Chair will finalize a draft agenda on 8 days before meeting (February 15th)</p> | <p>More work needed to evaluate status of this action item.</p> | TCD Chair & AED | By February 27, 2018 Meeting (trial run), evaluate and discuss at regular March meeting |

| | | | | | |
|----|---------------------------------|---|---|---|--|
| | | 19 th) D. Packets sent out to Board six days before meeting (February 21 st) | | | |
| | Overly detailed meeting minutes | A. No transcription of meeting minutes B. Staff will provide action-oriented minutes for the 1/9/2018 Special Meeting using the agenda as an outline, including motions, important discussions and events C. TCD Board will review policy for audio recordings and meeting minutes D. TCD Board will review Whatcom CD meeting minutes as an example | A. Transcription of meeting minutes discontinued as of 1.30.18 board meeting. B. Format of minutes shortened per BOS direction C. District policy on meeting minutes has not been reviewed or changed formally. 3 sets of meetings minutes on April 24 agenda for BOS action. D. Whatcom CD minutes sample included in Feb 2018 board meeting packet - no discussion occurred. | A. TCD Staff B. TCD Staff C. Samantha | A. By January 9, 2018 B. By January 9, 2018 C. By March 31, 2018 |
| 8 | | | | | |
| 9 | Lack of Communication | A. TCD Board Members will submit meeting reports/recaps for each community meeting they attend to the Board and Acting Executive Director | I have not seen any such meeting reports submitted by board members from attendance or participation in Thurston Co. / local meetings or events to date. | A. TCD Board | Action is incomplete - no due date or deadline |
| 10 | | | | | |
| 11 | | | | | |

*Blank rows are for district to insert additional issues and actions as necessary.

District Governance Action Plan agreed to on _____ 2018 in Tumwater, Washington by the following:

| SIGNATURE | | POSITION |
|---|--|---|
|  | | CONSERVATION DISTRICT CHAIR |
|  | | CONSERVATION DISTRICT VICE CHAIR |
| | | CONSERVATION DISTRICT AUDITOR |
| | | CONSERVATION DISTRICT SUPERVISOR |
| | | CONSERVATION DISTRICT SUPERVISOR |
|  | | CONSERVATION DISTRICT (Acting) EXECUTIVE DIRECTOR |
|  1/30/18 | | CONSERVATION COMMISSION STAFF - REGIONAL MANAGER |

Other Notes:

- One board member did not sign the action plan: Richard Mankamy. A copy with Doug Rushton's signature was included in the March 27, 2018 board meeting packet.

Tab 8

To: TCD Board of Supervisors

From: Sarah Moorehead (*Acting Executive Director*)

Date: May 29, 2018

Subject: Acting Executive Director's Report



Priority Initiative Updates

Voluntary Stewardship Program (VSP)

Staff is currently implementing the Voluntary Stewardship Program, in partnership with Thurston County and the VSP Work Group. Staff is working with landowners to develop Individual Stewardship Plans (ISPs) and provide landowner outreach. Of the 13 landowners who have identified their desire to develop conservation plans this year, 2 have begun developing ISPs specifically. Staff are continuing to provide technical assistance and outreach to meet our target goal for 2018. A workshop is planned for this summer, to help provide information about VSP to landowners and help them complete the initial phases of their ISP.

District Operations

Mid-Year Budget Reflection and Staffing Projection

Staff will be currently working on developing a reflection of where the District's 2018 Annual Budget is mid-year for presentation at the June Board Meeting. This reflection is an accurate look at where the District is financially in relation to the original budget projections. This will include any new funding awards or unforeseen expenses, and identify any concerns for the remainder of 2018. In addition, this will provide the foundation for planning to strategically increase staffing capacity to meet the existing and future work load demands.

Schedule 22

A final draft of the Schedule 22 was provided to the TCD Board in the April 24th, 2018 meeting packet. As a reminder, final board approval is needed to submit the Schedule 22 to the State Auditor's Office by the May 30th, 2018 filing deadline.

Annual Plan Development

A final draft of the 2018 Annual Plan has been provided to the TCD Board in the May 29th, 2018 meeting packet. As a reminder, a final adopted plan is due to the Washington State Conservation Commission on May 30th, 2018.