

**TCD Board of Supervisors
Monthly Meeting & Work Session Agenda
Tuesday, June 26th 2018 (2:00pm)**

Work Session begins at 1:00pm

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



No.	Item	Time Allotted	Tab #	Plan
Work Session: 1:00pm – 2:00pm				
1.	Review June 26th Board Meeting Materials, All	60 minutes		
<i>Work Session Time Allotment: 60 minutes (1 hr)</i>				
Monthly Meeting: 2:00pm – 5:00pm				
1.	Welcome, Introductions, Audio Recording Announcement and Pledge of Allegiance	5 minutes		
2.	Public Comment	20 minutes		
3.	Agenda Review	3 minutes		
4.	Board Officer Elections, All	5 minutes		
5.	HR/Legal Subcommittee Report , Sarah Moorehead	45 minutes	1	
	A. HR/Legal Services			
	B. Legal Services RFP			
6.	Partner Reports:	9 minutes	2	
	A. NRCS, Jeff Swotek			
	B. WSCC, Shana Joy			
	C. WACD/NACD, Doug Rushton			
7.	Board Meeting Minutes Review, All - Action Item <i>(Information only: May 29th, 2018 action items report)</i>	20 minutes	3	GAP: 8
	A. April 24, 2018 Regular Meeting & Work Session minutes			
	B. May 29, 2018 Regular Meeting & Work Session minutes			
	C. June 7, 2018 Special Meeting & Work Session minutes			
	D. February 27, 2018 Regular Meeting minutes			
8.	Financial Report, Sarah Moorehead	35 minutes	4	A/S: 90
	A. Monthly Financial Report			
	B. June Check Register - Action Item			
	C. WACD/NACD, Doug Rushton			
	D. DOH Grant - Action Item			
9.	Executive Session Statement, Paul Pickett	5 minutes		
10.	Mid-Year Budget Revision, All	20 minutes	5	A/S: 90
11.	Conservation Projects, Sarah Moorehead	20 minutes	6	A/S: 4, 19,28
	A. WRIA 13 Lead Entity Contract Renewal			
	B. VSP Technical Support MOU Addendum			

C. CREP Assignment of Payment Forms

- | | | | |
|-----|---|------------|-------------|
| 12. | Rates & Charges, Sarah Moorehead | 10 minutes | A/S: 83, 86 |
| | A. Preparation for Board of County Commissioner's Briefing | | |
| 13. | Review of TCD Governance Action Plan, All | 5 minutes | 7 |
| 14. | Review of Policies & Procedures, All | 5 minutes | GAP: 3B,C |
| 15. | Protocol for Supervisor Requests, Paul Pickett | 5 minutes | |
| 16. | Adjourn, All | | |

Meeting Time Allotment: 212 minutes (3.53 hrs)

Total Time Allotment: 272 minutes (4.53 hrs)

Key: GAP (Governance Action Plan), A/S (Annual & Strategic Plans)

Tab 1

1

2

3

4

5



MEMO

To: TCD Board of Supervisors

From: Sarah Moorehead (*Acting Executive Director*)

Date: June 21, 2018

Subject: June 19th HR/Legal Subcommittee Work Session Minutes

This item will be emailed to Supervisors electronically. Hard copies will be provided to Board of Supervisors at June 26th Board meeting.



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THURSTON CONSERVATION DISTRICT REQUEST FOR PROPOSALS

LEGAL SERVICES – GENERAL & EMPLOYMENT LAW

5 Thurston Conservation District (The District)¹ is accepting proposals from qualified professional
6 law firms or individuals to provide legal services related to finance, personnel law, private/public
7 partnerships, public record requests and other matters that arise during conduct of regular District
8 business on a contractual basis from upon selection on or around December 1, 2017 through March
9 1, 2018, then as needed.

10 **Proposals may be mailed or hand-delivered to:**

11 Sarah Moorehead, Acting Executive Director
12 Attention: Legal Services Proposal
13 Thurston Conservation District
14 2918 Ferguson St. SW, Ste. A
15 Tumwater, WA 98512
16

17 **Alternatively, proposals may be e-mailed as an attachment, with the e-mail subject "Legal**
18 **Services Proposal"** to smoorehead@thurstoncd.com. E-mail attachments should be in Word or
19 PDF format. Consideration will only be given to proposals received either in person, through
20 standard mail or electronically by **4:30 P.M., Thursday, November 16, 2017.**

21 The District reserves the right to reject any and all proposals, to request additional information
22 concerning any proposal, to accept or negotiate modifications to any proposal, to interview any
23 proposer, and to waive any irregularities in any proposal following the proposal submission
24 deadline date, in order to serve the best interests of the District

¹ Thurston Conservation District or 'District': A Board of governing supervisors and staff.

All inquiries about this Request for Proposal and current legal services received by the District, should be directed by e-mail to Sarah Moorehead, Acting Executive Director, at smoorehead@thurstoncd.com.

I. INTRODUCTION

Thurston Conservation District (The District) invites interested individual attorneys and law firms to submit written proposals to provide general legal services beginning upon selection on or around December 1, 2017.

The District is seeking general and employment related legal services, anticipated to be approximately 10 hours per month through March 1, 2018 (then on an as needed basis), which would include advising the District Board of Supervisors (the Board) and staff (primary staff point of contact to be the Executive Director) on finance, personnel law, private/public partnerships, public record requests and other matters that arise during conduct of regular District business. It is expected that this individual or firm will attend District work sessions, regular, and special meetings on an as-needed basis after March 1, 2018. Meetings and work sessions are generally conducted at: 2918 Ferguson ST. SW. Ste. A, Tumwater, WA 98512.

This individual or firm would be responsible for or assist with preparation and review of all District Policies, Resolutions, contracts and other legally-related documents; legal opinions and memorandums; purchasing of real property or development rights; employment matters; public disclosure laws; and certain other limited legal services as designated by the Board.

All proposals shall be considered valid for a period of ninety (90) days from the proposal closing date. Submitted proposals shall be subject to applicable laws and regulations governing public disclosure. Any information received within the proposal will be considered part of the public record of this procurement.

The individual or firm selected to provide general legal services will serve at the pleasure of the Board and may be removed per terms of an approved contract.

The Board is prepared to review proposals from individuals or firms to serve as an independent contractor. The District is requesting that proposals include fees calculated on an hourly basis, or a monthly retainer based on 10 hours per month (followed by an hourly basis for as needed consultation post March 1, 2018).

II. ORGANIZATIONAL BACKGROUND

Washington conservation districts help people take care of everything they can see outside their windows – from farms, to forests, to urban yards, to rivers, lakes, and coastline. For more than 75 years, they have served as trusted, non-regulatory local partners helping people care for natural resources. More specific information can be found at the [Thurston Conservation District website](http://www.ThurstonCD.com) (www.ThurstonCD.com).

Conservation districts are locally led. Each district is directed by a five-member board of supervisors. Three members are elected locally. The Washington State Conservation Commission appoints the remaining two members. The District has approximately 12 staff.

[Chapter 89.08 of the Revised Code of Washington \(RCW\)](#) is the enabling statute for conservation district work in Washington.

The District is a member of [Enduris Washington](#) (www.enduris.us). Enduris Washington provides General Liability, auto, and other insurance coverage for the District. The individual or firm selected would work on District issues or claims against the District, and limited legal advice.

The Board of Supervisors meets regularly on the last Tuesday of each month at 2:00 P.M. Occasional special meetings may be held, based on need, and at the request of the Board.

III. CONTRACT PERIOD

It is anticipated that the period of contract will be three (3) months, continuing on an as needed basis thereafter. The District retains the right to solicit other proposals for legal services at any time after the initial three (3) month contract, or if the District's needs for general legal services change substantially.

IV. SCOPE OF SERVICES

1. Description

- a. Act as general legal counsel to the District. Legal counsel will provide representation, advice, and interpretation of federal and state laws as well as local ordinances, as it applies to districts. (Estimated average of 10 hours per month through March 1, 2018, then as needed.)

2. Typical Duties (not exhaustive)

- a. Provide general legal advice to the District (Board of Supervisors and Executive Director – permanent or acting) regarding all legal matters relating to the performance of their duties.
- b. Attend Board of Supervisors' meetings (regular meetings typically the last Tuesday of each month at 2:00pm) and other district special meetings and work sessions as requested through March 1, 2018, then as needed. Regular meetings typically last about three (3) hours, occurring between ten (10) and twelve (12) times per year. Special meetings typically last between thirty (30) minutes to three (3) hours, occurring as needed, nine (9) times throughout 2017. Work sessions typically last one (1) to three (3) hours, occurring as needed, four (4) times throughout 2017.
- c. Review policy changes and updates to be considered by the Board of Supervisors.
- d. Advise Board of Supervisors and Executive Director on employment law issues.
- e. Prepare and/or review policies, resolutions, contracts and other documents as necessary to represent and protect the Districts' interest, and advise the District Board of Supervisors and Executive Director with regards thereto.
- f. Represent the District in litigation.
- g. Provide research, recommendation, written legal opinions, preparation and review of issues relating to Chapter 89.08 RCW, finance, personnel law, private/public partnerships, and public record requests as requested by the Board of Supervisors or Executive Director.

104 **V. DESIRED QUALIFICATIONS**

- 105 1. Minimum five (5) years of experience in providing general legal services to special
106 purpose districts, or like entities, is desirable.
107
108 2. Extensive knowledge of federal and state law, case law, regulations and policies relevant
109 to Conservation Districts and of legal procedures.
110
111 3. The District will give preference to individuals or firms with experience in personnel
112 issues, contract development and interpretation, public records act, open public
113 meetings act, and Chapter 89.08 RCW.
114
115 4. Experience in working with public entities and boards.
116
117 5. Membership in the Washington State Bar. The selected individual or firm will be
118 required to declare that it will represent the District and declare any potential conflicts
119 with the interests of the District.
120
121 6. Firm preferably to be located within 75 miles of Thurston County for the purpose of
122 meeting attendance and timely interactions between District, staff and legal counsel.
123

124 **VI. PROPOSAL REQUIREMENTS**

125 Proposals should include the following information. Proposers may submit additional information
126 as deemed appropriate.

- 127 1. Individual or firm name, address, phone, email and fax number, including any potential
128 subcontractor.
129
130 2. A summary of the individual or firm's qualifications as they relate to the duties and desired
131 qualifications described above, as well as demonstrated knowledge relating to Conservation
132 Districts and Chapter 89.08 RCW, including potential subcontractors.
133
134 3. A list of at least three (3) local to South Puget Sound professional references, addresses, e-
135 mail addresses, phone numbers, and your relationship with them.
136
137 4. A description of how the individual or firm (including any potential subcontractors) would
138 propose to provide the required legal services to the District. This should include an
139 understanding of the District's service requirements, the individual or firm's ongoing
140 service commitment, responsiveness, attendance at Board Meetings, and other meetings as
141 necessary, office location, etc. Include information on availability and back-up attorney
142 services, if absent for illness, vacation, trials, etc.
143
144 5. Qualifications and experience for each attorney likely to provide legal services, along with
145 detailed resumes. Clearly identify the person who will serve as the primary attorney and

differentiate this person from other supporting key personnel and their particular area(s) of expertise. For each attorney, please include the following:

- a. Law School (including year of graduation), year of admission to Washington State Bar, and years of practice. Must be a member in good standing of the Washington State Bar Association. Provide each attorney's Washington State Bar Admittance Number.
 - b. A description of related experience with public entities of similar size and scope to the District. Including, years of public sector law practice in a law firm or as a sole practitioner and how that experience would relate to working with a conservation district.
 - c. Particular areas of knowledge and experience in Washington government law, including but not limited to law related to Conservation Districts. Examples of areas may include but are not necessarily limited to law related to:
 - i. Chapter 89.08 RCW;
 - ii. Personnel matters and labor negotiations;
 - iii. Public purchasing and contracting;
 - iv. Open meetings, public records, and public disclosure;
 - v. Government ethics; and
 - vi. Conservation District Elections.
 - d. Litigation experience, including descriptions of representative cases and outcomes.
 - e. Discuss experience in working with public record requests.
 - f. Discuss experience in working with Human Resource, Employment law, and employee grievance, as well as employee and supervisor education and training.
 - g. Discuss experience in working with a governing board on reducing liability/exposure to the governing board itself and the overall entity.
 - h. Experience drafting of contracts, memoranda, ordinances, resolutions, and similar documents.
 - i. Experience giving oral advice during open public meetings and by telephone to a governing board or lead staff.
 - j. Other types of clients represented and how that would relate to a conservation district.
 - k. Describe any conflicts of interest (real or perceived) that may be incurred with this appointment, and how you propose to address or mitigate them.
6. A Statement of Contract Compliance: Upon execution of a Professional Services Agreement the person/firm selected will be required to provide proof of comprehensive insurance, general liability or other financial security in a manner satisfactory to the District and sufficient to provide a minimum of \$1,000,000 per occurrence or claim in liability and lawyers' professional errors and omissions coverage.
7. Proposed compensation for general legal services should be proposed at a fixed monthly amount based upon 10 hours a month and an hourly rate for additional services, as needed. As an independent contractor, this should include any proposal for expense reimbursements beyond payments for time. For a firm's or individual's (and any subcontractors) proposal, if the proposed compensation will vary depending on which

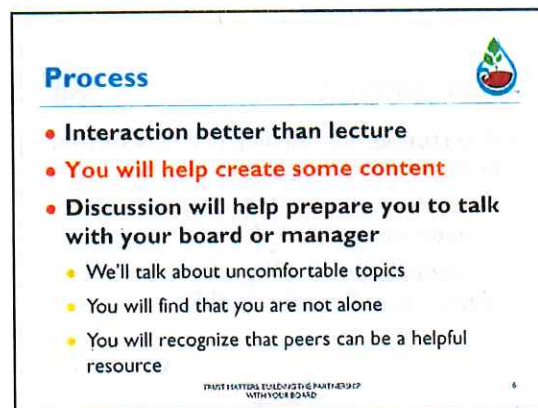
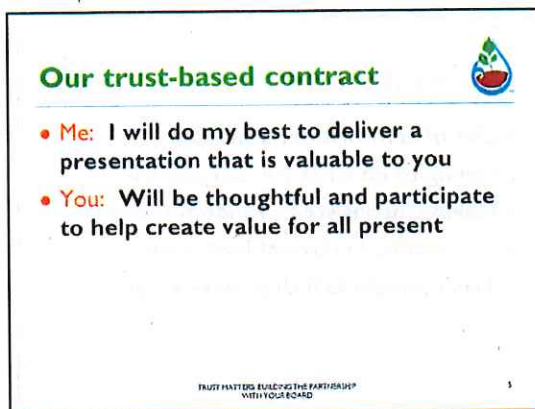
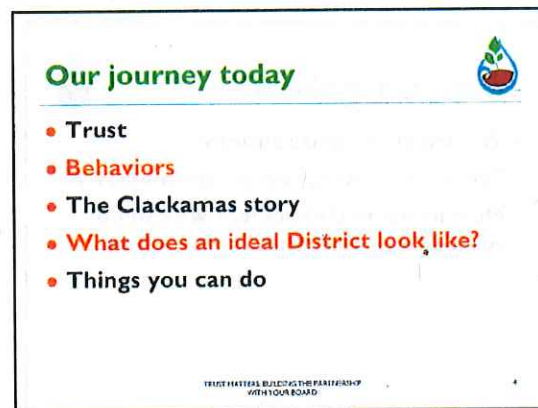
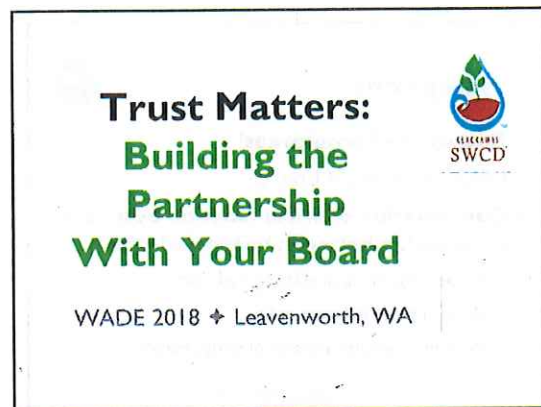
attorney does work, this should include the proposed method of charging for each attorney who will be performing work. (Final agreement will be negotiated under a professional services agreement.)

VII. PROPOSAL REVIEW

All proposals will be reviewed and screened based upon the qualifications and requirements outlined in this request by the District Board of Supervisors and Executive Director. Those individual and/or firms deemed most qualified will be screened further based upon reference checks. The final approval of a professional services contract will be made by the District Board of Supervisors.

FINAL DRAFT

Tab 2



Assumptions



- **Boards need employees!**
- **Employees need boards!**
- **Conservation districts function best as a partnership between board and staff**
 - Respecting and appreciating each other
 - Honoring the different roles
 - Working together instead of in opposition

TRUST MATTERS: BUILDING THE PARTNERSHIP WITH YOUR BOARD

7

Trust is the foundation of conservation district effectiveness

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What's our business?



- **We are in the trust business**
- **Trust comes first, conservation follows**
- **Must invest in trust before we can be successful in our conservation efforts**

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Web of trust



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What hurts more?



- **A customer not fulfilling promise to you, or boss not fulfilling promise?**
- **A stranger who steals \$20 from you, or a friend who steals \$20?**
- **An acquaintance calling you stupid, or a loved one calling you stupid?**

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How trust is lost



- **Lies of commission, omission**
- **Failing to do what you say you will do**
- **Making inconsistent, random changes**
- **Autocratic/dictatorial leadership**
- **Treat people as if they were stupid**

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How trust is lost



- ...

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When trust is lost



- No longer able to rely on other person
- Other person is no longer believable
- Cooperation and teamwork disappear
- Ability to take thoughtful risks is gone
- Loss of customers
- Can't implement conservation

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When trust is lost...



- ...

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Ineffective board behaviors



- Shouting down citizen in Board meeting
- Not participating in Board meetings
- No board participation in District-hosted event
- Lack of preparation for board meeting
- Having personal agenda (seeking self benefit)

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Ineffective board behaviors



- No involvement in state organizations
- Not involved in local meetings
- Not understanding OPMA
- Not understanding roles of board, manager, staff
- Little trust between board and staff
- Board officers never change

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Ineffective board behaviors



- Browbeating state agency person
- Not understanding roles of state/federal agencies
- Inability to "sell" district to constituents
- Factions on board of supervisors
- Bickering between supervisors

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Ineffective board behaviors

- ...

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Common themes: board

- Poor listening skills
- Not understanding the job
- Not valuing what other people know
- Not treating others well
- ...

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Ineffective staff behaviors

- Not preparing for meetings
- Not following through on commitments
- ...

TRUST MATTERS BUILDING THE PARTNERSHIP WITH YOUR BOARD 21

Ineffective staff behaviors

- ...


TRUST MATTERS BUILDING THE PARTNERSHIP WITH YOUR BOARD 22

Common themes: staff

- ...

TRUST MATTERS BUILDING THE PARTNERSHIP WITH YOUR BOARD 23

WHAT IS TRUST?



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What is trust?



- Trust is about perception
- Has logical components
 - Calculation, balance, equal exchange
- Has emotional components
 - Feelings, intuition
- Trust runs deep in our culture

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Three elements of trust



1. You can predict reaction or response
2. An exchange of value occurs
3. Payback may be delayed

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1 - Predictability



- Being able to predict what others will do
- When we surround ourselves with people we trust, we create a safe present and potential for a better future

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2 - An exchange



- Making a value exchange with someone
 - Trade two sheep for one cow
- Exchange may be emotional
 - Exchanging time and attention for love
 - Promise to do something (trust-based contract)

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3 - Payback may be delayed

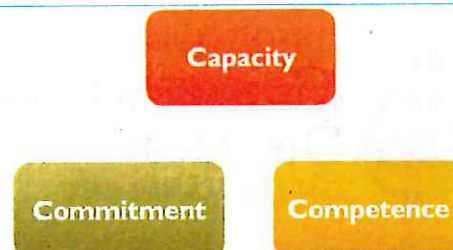


- Providing value now with expectation that value will be returned at some future time
- Trust-based contract

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Trust at work



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Capacity to trust



- What is your capacity to trust?
- What is the other person's capacity?

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Competence



- Are you technically and emotionally competent to produce the needed work?
- Is the other person competent to deliver the work you need or expect?

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Commitment (intentions)



- Are you committed to the greater good or are you seeking self benefit?
- Is other person motivated for group success more than self benefit?

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Where to seek improvement

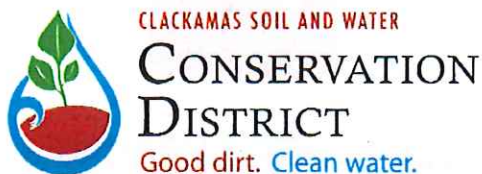


	You	Them
Is there predictability?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
An exchange of value?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Delayed payback (contract)?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Has capacity to trust?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Is competent to do job?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Commitment to greater good?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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The Clackamas story



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Clackamas "trust cycle"



- Trust eroded between board and staff
- Dysfunction
- Board implemented major changes
- Several staff changes followed
- Reforms implemented
- Effectiveness rose when trust returned

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Board was concerned about...



- Financial transactions
- Compliance with accounting standards
- Ethics
- Truthfulness
- Timekeeping
- Style of business (representation)

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Staff was concerned about...



- Board is micromanaging us!
- Why don't they trust us?
- Thought board was misguided
- Sense of privileges/benefits taken away
- Questioned whether board members should be board members

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Issues in common



- Poor communication skills
- Poor understanding of roles
 - Board sets policies, holds people accountable
 - Staff implements board direction, follows law
- Anger and frustration
- Lack of respect

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Some behaviors unacceptable



- Talking about others behind their backs
- Complaining about problems to partners
- Secretly reporting to board members
- Publicly agreeing to do things but secretly undermining those things

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What Board did



- Replaced the manager and bookkeeper
- Worked with manager on reforms
- Monitored progress
 - Reports
 - Private meetings
- Listened to community, gave feedback

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What Manager did



- "No surprises" policy
- Behavior first, performance second
- Praise certificates
- Regular check-ins with all parties
- Total transparency with Board
- Provided consistent daily management

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We have added work sessions

- More activity = more difficulty communicating
- Work sessions as equals to explore particular topics
- Board makes better decisions when better informed
- Better decisions yield better outcomes

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Clackamas ground rules

- Be prepared – read documents before meeting, be able to contribute
- Honor time of others – attend, on time
- Respect each other – treat others with respect even when you disagree
- Listen actively

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Clackamas ground rules

- Turn off cell phones
- Refrain from side conversations, give your attention to speaker
- Seek to reach consensus
- Focus on ideas, learn from each other
- Remember your passion for conservation!

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We've talked about...

- Trust
- Behaviors
- Trust at work
- The Clackamas story

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The ideal district...

- If you could create the perfect conservation district:
 - How would the board operate?
 - How would staff function?

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47


The ideal district...

- ...

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48


The ideal district...



- ...

TRUST MATTERS BUILDING THE PARTNERSHIP WITH YOUR BOARD 49

The ideal district...



- ...

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Getting from here to there



- If trust exists, open a dialogue – if not, work on trust issues first
- Everything is better when we are able to work together
- Risk success instead of guarantee failure
- Keep an open mind, be flexible, be willing to compromise

TRUST MATTERS BUILDING THE PARTNERSHIP WITH YOUR BOARD 51


What can you do immediately?



- Talk about how to work together with your manager or board chair
- Be prepared to succeed
 - Clear communication and trust take work!
- Get help

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Get help



- First resource is your regional manager
 - Help with difficult conversations
 - Can facilitate
- For groups, pick an easy topic to start
 - How about: how to have work sessions?
 - Set yourself up for success

TRUST MATTERS BUILDING THE PARTNERSHIP WITH YOUR BOARD 53

Now you know...



- The importance of trust
- Ineffective behaviors
- Specific factors to improve trust
- The Clackamas story
- What an ideal district looks like
- Steps to get from ineffective to ideal

TRUST MATTERS BUILDING THE PARTNERSHIP WITH YOUR BOARD 54

Challenge: have the talk



- The only way to move forward is to take the first step
- If you feel safe, initiate the talk
- If you don't feel safe, get help or consider "right person, right place, right time"

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55

Thank you



- Tom Salzer, General Manager
- Clackamas Soil and Water Conservation District
- <https://conservationdistrict.org>
- manager@conservationdistrict.org

TRUST MATTERS: BUILDING THE PARTNERSHIP
WITH YOUR BOARD

56

Thank you



TRUST MATTERS

TRUST MATTERS: BUILDING THE PARTNERSHIP
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57

THURSTON CONSERVATION DISTRICT (TCD) DISTRICT GOVERNANCE ACTION PLAN

PROPOSED JANUARY 2018; ADOPTED BY THE TCD BOARD

	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.	<u>Does not go deep enough – respect the public and staff.</u>	TCD Board <u>and staff</u>	By March 31, 2018
2	Disrespectful and inappropriate behavior between staff and supervisors	<ul style="list-style-type: none"> Co-create and adopt organization-wide Code of Conduct Signed by TCD Board & Staff 	<u>Need an agreed response for not following. Assumes code of conduct will be agreed by all. I am loathe agreeing to something that I haven't seen – but I assume it will not be something out of left field.</u>	TCD Board & Staff	By March 31, 2018
3	Demonstrated unwillingness to understand and uphold CD Policies	<p>A. Each Supervisor will have a hard copy policy and procedure handbook.</p> <p>B. Supervisors will commit to reading at least 1 item out of the handbook per meeting.</p> <p>C. The Board will prioritize the policies that need to be updated.</p>	<p>Review select section(s) of policy manual for each Board meeting & ensure the time is allotted on the agendas.</p> <p><u>Handbook should include 89.08, Open public meetings act; WACs, WSCC one-pagers (e.g. on executive sessions), other.</u></p> <p><u>B. Discuss at board meeting? How to insure it will be read?</u></p>	Board Chair	At every board meeting beginning with regular board meeting in February 2018.
4	Passive aggressive	B. Acting Executive Director will re-send		Acting Executive Director	By March 31, 2018

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	behavior	letter to TCD Board RE: 1/11/2017 WSCC Letter to TCD Board C. Acting Executive Director will send TCD Board reminders about TCD Staff meetings <u>Redundant-staff meetings are on the calendar</u>			
5	Inaction on advice from Enduris following investigation	A. Invite Michelle Fossum to upcoming TCD Board Meeting B. Discuss recommendations and advice from Enduris <u>Board has already discussed Enduris recommendations and did nothing and Doug sent 4-5 e-mails suggesting actions and informing staff, to no avail.</u> C. Create action plan/response D. Inform staff of action plan		Board Chair <u>and board</u>	A. By regular February Board Meeting B. By April 30, 2018 C. By April 30, 2018 <u>D. By April 30, 2018</u> D-E. <u>Does this timeline make sense?</u> <u>Because some of these items have been going on for a long time, do they need a quicker response?</u>
6	Lack of board member travel reimbursement policy	A. Develop Board Member Travel Policy B. Richard will send new proposed policies to TCD Board	<u>Policies need WSCC, staff, legal review plus rationale & explanation of where it is recommended to fall on priority list - we need to bring forth policies in a priority</u>	A. Richard	By March 31, 2018

Lengthy & inefficient board meetings		<p>order: not random.</p> <p><u>No surprises for board or exec director</u></p> <p><u>Set tentative agenda at the end of a meeting for the NEXT meeting. Leaving flex for things that might arise between meetings and need to be addressed.</u></p> <ul style="list-style-type: none"> • <u>Length and number of meetings is an issue.</u> <p><u>Meetings go too long and sometimes chair leaves abruptly. If members have to leave early they should say at the outset, "I can only stay for X hours" and request to have 'voting' items moved to a place in the agenda where the most members can take part.</u></p> <ul style="list-style-type: none"> • <u>Timing (at a mutually agreeable time so all supervisors can attend & meetings not set by entire board)</u> <ul style="list-style-type: none"> • <u>Setting agendas (all supervisors have opportunity for input into the agenda: one supervisor's input for the agenda is just as important as any other supervisor's input)</u> <ul style="list-style-type: none"> • <u>Sticking to the agenda (we all need to police ourselves to stay on-topic and to be brief)</u> <ul style="list-style-type: none"> • <u>Don't have staff develop</u> 	<p><u>Exec Dir and entire board</u></p>
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			materials & then do not address. A waste of staff time and associated resources. • <u>Training in Robert's Rules</u>		
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>TCD Board will review Whatcom CD meeting minutes as an example.</p> <p><u>Consider motions: action items, and items a board member might specifically want in minutes.</u></p> <p><u>At end of each of our board meetings – review actions to ensure a common understanding</u></p> <p><u>And so.....we do all these actions then what?</u></p> <p><u>Read materials provided.</u></p>	<p>A. TCD Staff</p> <p>B. TCD Staff</p> <p>C. Samantha</p>	<p>A. By January 9, 2018</p> <p>B. By January 9, 2018</p> <p>C. By March 31, 2018</p>
9	Lack of Communication	<p>A. TCD Board Members will submit <u>brief written (max. 1 page)</u> meeting reports/recaps for each community meeting they attend to the Board and Acting Executive Director</p>		A. TCD Board	<u>immediately</u>
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
	CONSERVATION COMMISSION STAFF - REGIONAL MANAGER

What does NACD do for you?

The four main buckets of services NACD provides its members and partners.

1. Advocacy

NACD advocates for the interests of this nation's 3,000 local conservation districts and state associations on Capitol Hill year-round. We testify before Congress, submit letters and comments on proposed rules and legislation, and regularly meet with lawmakers and their staff to advance beneficial policy related to voluntary conservation.

NACD's government affairs team also engages our membership each spring during NACD's annual fly-in. The event serves as an opportunity for conservation districts to advocate for policies that benefit them directly (see "direct services" below) and educate decision-makers on the ins and outs of district work.

2. Communications and Education

NACD produces and disseminates four regular publications for our members and partners to keep them informed and engaged.

- **eResource** is an electronic collection of news briefs delivered every Tuesday. eResource's articles are straight to the point and give readers just what they're after – the facts. It routinely includes updates on recent happenings in Washington, D.C.; relevant NACD, state association, and district news; and other need-to-know information, like deadlines for funding opportunities.
- **The Resource** is a quarterly print and electronic publication that provides in-depth coverage of the association's recent activities. The Resource also features columns from NACD's CEO, president, and closest partners, as well as district and Soil Health Champion spotlights to highlight the great work of our members.
- **Forestry Notes** is an electronic monthly publication that highlights forestry issues and district-led forestry projects of particular importance to our members.
- **Conservation Clip List** is a weekly round-up of the latest conservation news affecting our members and partners. Clip List is sent to subscribers electronically every Friday morning.

NACD also coordinates internal communications at the national level between districts, states, regions, and federal partners, like the Natural Resources Conservation Service. Our external communications, such as press releases, blog posts, interviews with media, and our website make up another core facet of NACD's strategy to educate the public about voluntary conservation.

3. Direct services to districts

NACD hosts a **national directory** for all the conservation districts and state associations across the U.S. and its territories. This directory creates an interface for NACD members, conservation partners, and the public to communicate.

NACD produces **technical reports and guides** for districts to utilize on a regular basis. These resources cover a wide range of topics, including official training strategies for districts, best practices for wildfire restoration efforts, and ways for districts to lead or participate in ecosystem markets.

NACD runs a number of **programs** that provide education, resources, and networking opportunities for our district members. To name just a few, NACD hosts:

- **Webinars** — On a monthly basis, NACD hosts webinars on urban and suburban conservation topics, and also, in partnership with the Joint Forestry Team, webinars on forestry-related issues.

- **The Soil Health Champions Network** – The SHC is a vast network of over 150 soil health leaders committed to advancing the adoption of soil conservation practices nationwide. The network is a space for soil champions to exchange best management practices, tell success stories, and learn how to make improvements in their own operations.
- **Urban Agriculture Conservation Grant Initiative** – This program is one of many ways NACD is advancing conservation in developed or developing areas. In 2016, this initiative helped increase technical assistance capacity for urban agriculture conservation projects in 42 conservation districts in 25 states. At NACD's 2017 Summer Conservation Forum and Tour, President Brent Van Dyke will announce this year's initiative awardees.
- **Conservation Planning Boot Camp** – Through an agreement with NRCS, NACD is now coordinating district employee participation in the agency's Conservation Planning Boot Camp. Boot Camp is a three-week, intensive training course that covers current conservation planning policy, procedures, and guidelines.

NACD also creates **templates** for districts and state associations to utilize in their promotional, advocacy, and education efforts. Generally, these templates are released in conjunction with official NACD documents throughout the year. They include template press releases, comments on federal regulations, letters to Congress, public service announcements, graphics, and other customizable resources. You'll find these templates in the **Grassroots** section of NACD's website and in our Newsroom under Media.

For decades, NACD has also offered its members **stewardship and education materials** free of charge or at extremely affordable prices. The 2017 stewardship materials include an educator's guide, activity booklets for four age groups, a church leader's guide, media materials, and more. In addition to these materials, NACD annually promotes Stewardship Week – one of the world's largest conservation-related observances – and hosts national photo and poster contests.

4. Leadership development

NACD develops conservation leaders through **stand-alone training programs** (see "Conservation Planning Boot Camp" above) and **annual meetings** held in the winter, spring, and summer. At these meetings, NACD offers facilitated networking, educational breakouts, and skill-building seminars – all of which serve to reenergize and build capacity across this nation's conservation community.

NACD's **leadership structure** also cultivates skills in problem solving and collaborative planning. NACD's committees and its resource policy groups, for instance, offer members opportunities to guide NACD policy and lead NACD initiatives. NACD's officers, who are elected by their peers,

NACD's efforts to **recognize extraordinary leadership** in conservation reinforce the value of district work among our membership and the broader public.

- **Hall of Distinction** - NACD created the Hall of Distinction to recognize and honor our organization's current and past leaders. District officials - past and present - featured in NACD's Hall of Distinction have made major contributions to our nation's Conservation Movement.
- **RSET trailblazers program** - Through the RSET (Resource Stewardship Evaluation Tool) Trailblazers program, forward thinking producers who have developed and implemented RSET-derived conservation plans receive official letters of recognition signed by their local district board chair and NRCS district conservationist.
- **NACD awards** – NACD's Annual Awards Program recognizes individuals and organizations for their outstanding work and leadership in soil and water conservation. They include: NACD Friend of Conservation Award; NACD Distinguished Service Award; NACD President's Award; and Olin Sims Conservation Leadership Award.

National Association of Conservation Districts
Selected Web Information June 7, 2018

Home Page	http://www.nacdnet.org/	NACD policy and issue statements on priorities
NACD Issues	http://www.nacdnet.org/news-and-events/spring-fly-in/	NACD Committees and Resource Policy Groups (RPGs)
NACD Committees	http://www.nacdnet.org/about-nacd/nacd-leadership/committee-structure/	Farm Bill information
Farm Bill	http://www.nacdnet.org/about-nacd/what-we-do/farm-bill/	
eResource	http://www.nacdnet.org/news-and-events/publications/eresource/	Electronic newsletter of weekly news briefs
The Resource	http://www.nacdnet.org/news-and-events/publications/the-resource/	NACD's quarterly print and electronic publication
Forestry Notes	http://www.nacdnet.org/news-and-events/publications/forestry-notes/	Monthly publication with US Forest Service and National Association of State Foresters
Conservation Clips	http://www.nacdnet.org/news-and-events/publications/conservation-clips/	Weekly round-up of the latest conservation news
NACD Calendar	http://www.nacdnet.org/events/	Calendar of Events in NACD world

WACD and NACD Updates for Thurston CD Board Meeting June 26, 2017

WACD For more information - <http://www.wacd.org/>

1. WACD board meeting on 6/26 at the Plant Materials Center (PMC) in Bow: strategic plan, budget, executive director evaluation.
2. WACD initiated a newsletter - <http://www.wadistricts.org/2018/06/wacd-spring-newsletter.html>
3. See handout of chart on Washington Conservation Partnership. Comments to Doug by 7/31/18.
4. Represented WACD at the Washington Association of District Employees (WADE) conference.
 - a. Happy to note our own Thurston CD Sarah Moorehead was selected employee of the year.
 - b. See Salzar handout on Trust.
 - c. See Shulz handout on WSCC Policy and Budget.

NACD 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

1. See handout on NACD web links.
2. See handout on Benefits of NACD membership – what you get for your membership.

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

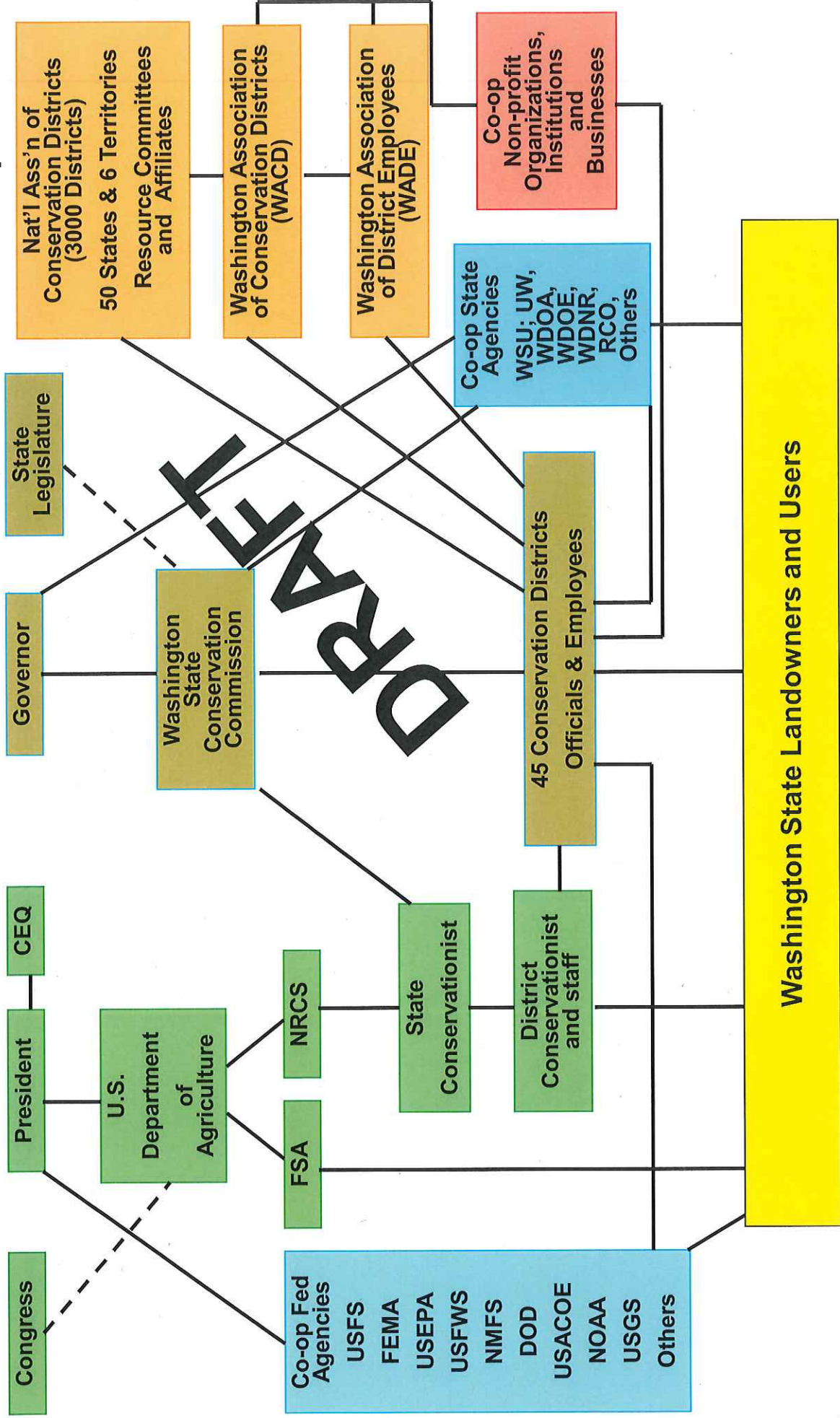
- **House** failed to pass as apparently far right doesn't like farm subsidies and food stamps and immigration. Democrats voted against because they thought proposal went too far. NACD didn't have major concerns with House Bill.
- **Senate** version out on 6/8/18. NACD concern that Regional Conservation Partnership Program (RCPP) being changed so third parties can receive funding without going through NRCS or a CD.
- NACD hopeful a conference committee comes up with both adequate funding and good policy.

Washington Conservation Network

Federal

State Conservation Districts

Professional Development



Tab 3



Board of Supervisors
Monthly Meeting Minutes
Tuesday, April 24, 2018
2:00pm

Present at Meeting:

Eric Johnson, TCD Board Chair
Richard Mankamyer, TCD Board Auditor
Doug Rushton, TCD Board Supervisor
Linda Powell, TCD Board Supervisor
Jeff Swoteck, NRCS
Joe Hanna, Thurston Ag Advisory
Melinda Holman, Public

Samantha Fleischner, TCD Board Supervisor
Sarah Moorehead, TCD Interim Executive Director
Paul Pickett, TCD Supervisor - Elect
Heather Roskelley, TCD Staff
Shana Joy, WSCC
Paula Holroyde, 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

54 **4. Partner Reports**

55 **A. NRCS, Jeff Swotek**

- 56 • Finishing up writing plans for environmental quality incentive program (EQIP) applications.
57 Selections will be made after May 7. Only 2 rounds. Round 2 - salmon money. Very robust
58 year for 2019. Local working group met and provided input for 2019. Doesn't know if there will
59 be 1, 2 or 3 rounds in 2019. Forestry, dairy, livestock, crop – all represented. Amy Hatch-
60 Winecka did a great job. The comments given provided more funding.
61 • NRCS has been writing a programmatic assessment for other species such as the Marbled
62 Murrelet. They consult one time and it's good for 30 years. Worked with USFWS on biological
63 assessment. To be submitted in October. Biological opinion comes out of this and is being
64 written concurrently with assessment.
65 • Early stages Wetlands Reserve Easement Program – recommendation is to keep grazing. Haying
66 and cows grazing are great for Oregon Spotted Frog. Huge tool for Thurston landowners and it
67 will benefit species.

68 **B. WSCC, Shana Joy**

- 69 • Handouts – Accountability program. 1st handout is a review of all 45 districts. 2nd handout is a
70 review with accountability elements of TCD adopted by TCD Board on January 30, 2018.
71 Shows areas of improvement. Will talk about where all districts are in May meeting and a
72 second one in July. Action Plan – actions observed by Shana regarding performance.
73 • April 25-27 biennial budget discussion – start of discussion. Districts to give feedback on policy
74 initiatives. WACD and WSCC commissioners and staff - 2-4x a year. Board members and staff
75 are invited.

76 **C. WACD/NACD, Doug Rushton**

77 **WACD:**

- 78 • Plan to hire assistant manager of plant materials (PMC Assistant Manager) in Bow.

79 **NACD:**

- 80 • House passed Farm Bill. Thought it was a good deal.
81 • New USDA Chief of Forest Service is Vicki Christiansen.

82 **D. BOCC discussion – Rates and Charges**

- 83 • Sarah needs to confirm that May 31, 2-3pm is best for meeting with Board and Board of County
84 Commissioners to discuss Rates and Charges. Will be a briefing between our Board and
85 Thurston Board of Commissioners on Rates and Charges. Thurston CD Public Hearing on
86 Rates and Charges on May 10. Board is good with date – Thursday, May 31.

87 **AI – Staff to reschedule BOCC briefing re: Rates & Charges**

88
89 **5. Board Meeting Minutes Review, All – Action Items**

90 **A. November 21, 2017 Special Meeting & Work Session minutes**

- 91 • Sarah provided amendments and corrections.
92 • Line 20 – Meeting called to order at 1:20pm. All before was prior to Eric being in meeting. Eric
93 said that the meeting did not come to order at 1pm. Eric is proposing 20 through 38 to be
94 reviewed by attorneys and revised. Eric wants this agenda issue sent to Phillips Burgess.
95 According to Shana Joy, if it is sent to Attorney General, it's not free. However, we can receive
96 free advice from MRSC. Question as to whether meeting officially started at 1pm or 1:20pm.
97 Clarification on whether discussion between 5 people prior to meeting constitutes a public
98 meeting. Shana said this discussion occurred before the meeting was called to order. There
99 was a quorum and this was discussed and then Eric moved to start meeting at 1:30pm. Place
100 19-42 on hold to review with MRSC. When is a meeting a meeting and when does it start?
101 Sarah confirmed questions to be asked of MRSC.

- 102 • Eric - can Sarah check to see if there were Public Comments in writing? List written comments.
103 • Line 276 – let it stand

104 **AI – Staff to submit question to MRSC regarding official start of Board Meeting and to**
105 **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.

159 **8. 2018 Annual Plan, All**

160 **A. Ag Easement Discussion**

- 161 • Discussion centered on ability of District to handle easements. This would put a nonregulatory
162 agency in a regulatory role.
163 • \$5,000 not approved for salaries.
164 • Eric – Clark County doesn't have assessment charges or rates and charges and they have \$3
165 million in funding. Citizen said they are being dissolved.
166 • Doug suggested setting up meeting between Eric, Sarah, Shana and Forterra to discuss
167 easements.
168 • Sarah will provide revisions as recommended.

169 **AI – Staff to set up meeting between Eric, Sarah, Shana and Forterra re: easements**

170 **AI – Sarah will revise Annual Plan to include progress on easements**

171 **B. 2018 Staffing Plan Discussion**

- 172 • Sarah – people are funded by grants.
173 • Shana says it's better to have quarterly progress report. Doug would like a monthly report that
174 says what staff members did. He assumes the budget sheet and draft plan would match. Sarah
175 responded that they do.
176 • Puget Sound Caucus Meetings – Sarah or a Board member goes. Sarah to discuss with Eric on
177 how to provide information in a manageable way for staff.

178 **C. Vacant Positions**

- 179 • Sarah – sent proposal and timeline to increase capacity with staff to Board.
180

181 **9. Executive Director Recruitment Plan, All**

- 182 • Linda suggested waiting for budget.
183 • Doug didn't get input on qualifications.
184

185 **10. Review of TCD Governance Action Plan, All**

- 186 • Sarah provided copy of Action Plan. Eric motioned for an Executive Session Special Meeting at
187 May 29th Board meeting in which Board allocates up to 2 hours of money and requests that
188 Enduris pay for it. Linda seconded. Unanimous approval. Either May 29 or June 26 meeting.
189 • Action Plan revisions:
190 ○ 5C – change to By June 30.
191 ○ 5D – inform staff of response by July 31.
192 ○ 12 days before meeting (two Fridays before), staff will send out agenda. Board will
193 provide comments 2 Mondays prior. Chair will finalize on Wednesday. Packets will go
194 out on Thursday.
195 ○ Sarah will let Board know by Monday when there will be a staff meeting.
196 Sarah will send WSCC letter to Paul and Linda.
197 • Board of Supervisors book – page 63. (Eric directing revisions.) 3.1.13 - Should employee be put
198 in lower position, rate will go down.
199 • Add Governance Action Plan to Annual plan. Eric motioned, Doug seconded. Unanimous
200 approval.
201 • Code of Conduct – Minutes from Whatcom. Enduris provided ethics. Sent in January. Action Item
202 – by 7/31/18 Work Session, co-create Code of Conduct with staff. Board and staff should co-create
203 Code of Conduct, but it will be challenging right now. Chair and Executive Director are to work
204 together.
205 • Samantha - meeting minutes are actions and results. Shana – discussion should be summarized
206 similar to Whatcom CD minutes. Paul will review policy for audio recordings and meeting minutes
207 (8C) by June 30. Motion put forward by Eric to not have audio recordings. Motion put forward. No
208 one seconded. Motion died.
209 • Suggestion - At each monthly meeting, each Board Supervisor submits verbally a summary of
210 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



Board of Supervisors
Monthly Board Meeting Minutes
Tuesday, May 29, 2018 (2:00pm)

Present at Meeting:

Eric Johnson, TCD Board Chair	Sarah Moorehead, TCD Interim Executive Director
Richard Mankamy, TCD Board Auditor	Heather Roskelley, TCD Staff
Doug Rushton, TCD Board Supervisor	Chris Stearns, TCD Associate Board Supervisor
Linda Powell, TCD Board Supervisor	Shana Joy, WSCC
Paul Pickett, TCD Board Supervisor	Joe Hanna, TCAAC
Tony Wilson, Public	Ronald J. Holtcamp, Public
Melinda Holman, Public	Paula Holroyde, Public
Esther Kronenberg, Public	Patricia Harrigan, Public
James Murray, Public	

Action Items:

1. Staff to include Work Session agenda on Board Meeting agenda or as stand-alone agenda
2. Staff to include plan references on agenda – acronyms and legend
3. Staff to have Paul Pickett name tag created
4. Staff to provide action-oriented, easy minutes by Friday after Board Meeting
5. BOCC Briefing: Staff to ask for questions ahead of time, video, and questions from other CDs for presentation at BOCC on June 27th 9:30am – 10:00am and July 18th 2:30pm – 3:00pm
6. Staff to change Schedule 22 to Sarah's contact information and make official business interest changes
7. Staff to place officer elections on agenda next month
8. Staff to provide surety bond information, definition
9. Staff to send list of active agreements to Board
10. Staff to send feedback on elected and appointed official list
11. Staff to incorporate TCD Governance Action Plan items in Annual Plan or under District operations – add line that notes: implement District Governance Action Plan
12. Sarah to set up meeting with Josh Guintoli, landowner and Board for discussion
13. Sarah to send email to Board about WADE June 11-13 for registration
14. Budget reflection emailed 2 weeks before Board meeting
15. Staff to set up Work Session to discuss legal counsel and HR options
16. Sarah to send to Board and WSCC notifications and information re: WFSE union notices - What are the things TCD Board must do to comply with labor union?
17. Sarah to send staff salary 1st quarter report to Eric and rest of Board
18. Staff to send Doodle Poll for Special Meeting: June 5, 6, or 7 – AM & PM

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

- Eric Johnson called the meeting to order at 2:04pm. There was a quorum.
- Welcome, Introductions, & Pledge of Allegiance conducted
- Chair announced meeting being audio recorded

2. Executive Session: RCW 89.08.110 To receive and evaluate complaints or charges brought against a public officer or employee

1st Executive Session began at 2:08pm and ended at 3:19pm

Report: Speaking to attorney re: TCD Governance Action Plan, refresher on events last year, work that will be done in public meeting, and HR needs

- 54 3. **Executive Session:** RCW 89.08.110 To receive and evaluate complaints or charges brought
55 against a public officer or employee
56 *2nd Executive Session began at 3:21pm and ended at 3:51pm*
57 **Report:** Review performance of public employee, developing set of expectations for Interim
58 Executive Director
59

60 **Public Meeting resumed and called to order at 3:58pm**
61

62 4. **Public Comment** (3 minutes per person)

- 63 ▪ Persons who provided public comment:
64 ○ Ronald J. Holtcamp
65

66 5. **Agenda Review**, All

- 67 ▪ Move Annual Plan #13 to after Agenda Review #5
68 ▪ After Partner Reports #7, provide update on Johnson v. WSU lawsuit and Human Rights
69 Commission complaints
70 ▪ Move TCD Board Meeting & Work Session discussion #6 and Partner Reports #7 to after
71 Annual Plan discussion
72 ▪ Move discussion on hiring TCD Executive Director to #10D under Conservation Projects
73 ▪ Include report back from Executive Session after Annual Plan
74 ▪ Discuss Associate Supervisor position last
75 ▪ Place officer elections on agenda next month
76

77 **Board Meeting Minutes Format**

78 Linda moved to adopt action-oriented minutes based on recommendations from MRSC and WSCC.
79 Richard seconded. Unanimous approval. Easy, action-oriented minutes due by Friday.

80 **AI – Staff to provide easy, action-oriented minutes by Friday**
81

82 6. **2018 Annual Plan**, All

83 Paul moved to approve 2018 Action Plan as included in Board packet, with the addition of line in
84 District Operations to implement District Operations – ongoing organizational activity. Doug
85 seconded. Doug would like to see TCD Governance Action Plan items included which was done.
86 Unanimous approval.
87

88 7. **Partner Reports**

89 A. **NRCS**, Sarah Moorehead reported for Jeff Swotek

- 90 ▪ EQIP done on June 1
91 ▪ WRE easement signed in Thurston County
92 ▪ Thank you to Kathleen Berger and Mara Healy on partnership with Fish Passage Project
93

94 B. **WSCC**, Shana Joy

- 95 ▪ New Regional Manager, Alison Halpern, to start June 18th; both will be coming to June meeting;
96 Alison was with Washington State Noxious Weed Board
97 ▪ CAPP Accountability Standard 1 – annual plan done; Schedule 22 due May 30 @ 5pm, PDR
98 unresolved #9
99 ▪ Election certified, appointment still outstanding; Doug will continue to serve until decision is
100 made
101 ▪ Josh Guintoli – WSCC – OFP, easement meeting; AI – Sarah to set up meeting with Josh,
102 landowner and Board for discussion
103 ▪ \$90K/year in future in implementation/operations funding
104 ▪ Draft results of investigation completed this week; once final report is presented to Mark, he will
105 determine next steps; when final report is complete between now and mid-July, it becomes
106 public

AI – Sarah to set up meeting with Josh Guintoli, landowner and Board for discussion

107
108 **C. WACD/NACD, Doug Rushton**

- 109 ▪ WACD and NACD report provided in Board packet
110 ▪ Recommends Supervisors attend WACD Board Meeting and WADE

111 **AI – Send Board email about WADE June 11-13 for registration**

112 **AI – Budget reflection emailed 2 weeks before Board meeting**

113
114 **8. Updates: Johnson v. WSU Ext. Energy Program and Human Rights Complaints**

115 **Johnson v. WSU Extension Energy Program**

- 116 ▪ WSU Extension Energy Program will compile documents
117 ▪ District was subpoenaed by Assistant State Attorney General; sensitive – Board Supervisors
118 involved
119 ▪ Does the Board want legal counsel?

120 **Human Rights Complaints**

- 121 ▪ Two complaints filed with Washington State Human Rights Commission
122 ▪ Board Supervisors have received notice that they're under investigation
123 ▪ District staff are officially part of the WFSE labor union as of May 29; separate contract from
124 broader State union; Sarah is not a member of labor union

125 **AI – Work session for legal counsel**

126 **AI – Send Board and WSCC notifications and information re: WFSE union notices - What are**
127 **the things TCD Board must do to comply with labor union?**

128
129 **9. Financial Report**

130 **A. Monthly Financial Report**

131 **B. May Check Register**

- 132 ▪ Postponed check register until either June Special or Monthly Board meeting
133 ▪ Discussion about timing of Board Packet mailing and Regular Work Session meetings –
134 proposed Board Packet mailing move up to two days; Schedule Regular Work Session one or
135 two weeks prior to Monthly Board Meeting
136 ▪ Question about \$10 credit card charge for New Mexico Driver's Abstract – necessary for
137 AmeriCorps staff (from NM) to drive van for events

138 **C. Schedule 22**

139 Paul moved to adopt Schedule 22 as amended in Work Session (contact info, business list).
140 Doug Seconded. Unanimous approval.

141 **D. WSCC 2018 Natural Resource Investment Cost Share Addendum**

142 Doug moved to approve. Paul seconded. Unanimous approval.

143 **E. Resolution #2018-03: Authorized Bank Signers**

144 Paul moved to approve with deletion of highlighted names and the spelling of Doug's name
145 correctly. Doug seconded. Unanimous approval.

146 **F. Shellfish Fund: Nearshore 2018 Watershed Exploration and Enhancement ILA**

147 Doug moved for approval. Linda seconded. Unanimous approval.

148 **AI – Staff to provide information on surety bonds**

149 **AI – Send staff salary 1st quarter report to Eric and rest of Board**

150
151 **10. Rates & Charges**

152 **A. May 10th, 2018 Public Hearing Debrief**

- 153 ▪ Sarah reported that the hearing went really well. Public comments included in packet. 3
154 opposed and the rest were for. 9 individuals spoke at meeting – all in favor.
155 ▪ Presentation session 1st, Q&A 2nd, 3rd hear public

156 **B. Resolution #2018-01: Adopting a System of Rates & charges**

157 Paul moved to approve. Richard seconded. Unanimous approval.

158 **C. Resolution #2018-02: Establishing a Process for Landowner – Appeals of Rates &**
159 **Charges**

Richard moved. Linda seconded. Unanimous approval.

D. Scheduling Board of County Commissioners Briefing

- Best dates and times for meeting with Board of County Commissioners to discuss Rates and Charges are June 27th 9:30am – 10:00am and July 18th 2:30pm – 3:00pm
- AI – BoCC Briefing: Staff to ask for questions from BoCC ahead of time, video, questions from other CDs for presentation at BoCC on June 27th 9:30am – 10:00am and July 18th 2:30pm – 3:00pm**

11. Conservation Projects, All

A. East Fork McLane Creek Bridge Installation Construction Contract

Linda moved to approve. Doug seconded. Unanimous approval.

B. Water Quality Improvement Project Cost Share Agreement

Paul moved to approve. Linda seconded. Unanimous approval.

C. Fish Passage Project Cost Share Agreement

Paul moved to approve. Doug seconded. Unanimous approval.

D. To include on Special Meeting, Work Session Agenda:

Hiring an HR Manager and Executive Director

- Linda moved that we begin process of searching for HR options for creating an HR contract with the District and determine how we pay for it. Paul seconded. Unanimous approval.
- Should be SHERM-certified, possibly 20 hours a month; Look at DES – Dept. of Enterprise Services
- Schedule June 5, 6, or 7 for meeting to have HR and ED discussion

AI – Research HR firms and options for service

AI – Doodle Poll for Special Meeting: June 5, 6, or 7 – AM & PM

Discussion about changing June Monthly Board Meeting

- No change – June 26 will be Monthly Board Meeting in June; Doug will be at the WACD Board Meeting

12. Board Meeting Minutes Review, All

A. April 24, 2018 Regular Meeting & Work Session minutes

Will be reviewed during June Work Session

B. November 21, 2017 Regular Meeting & Work Session minutes

Paul moved to approve as amended. Linda seconded. Unanimous approval.

- Lines 20-31: A quorum occurred at 1pm. Discussion centered around cancelling meeting. A vote was conducted regarding holding the meeting. The Board decided to hold the meeting.
- Remove public comment from minutes. Include: A summary of public comment in addendum with statement re: “see public comment addendum.”
- Line 185-188: On the record, stating Samantha is opposed to how proposed policies were distributed. Strike remainder of comment.

C. December 20, 2017 Regular Meeting & Work Session minutes

Paul moved to approve as amended. Linda seconded. Unanimous approval.

- Line 86 – Note that Doug provided written report
- Line 26 – Change name to Ron Holtcamp
- Line 36 – Add Tom Salzer in attendance as National Conservation District Employees Association Pacific Region Representative
- Attach public comment

Discussion re: BOCC and Thurston County Planning Department public comment on buffer between public parks and preserves and mining on mineral lands. Change from 1,000’ buffer to 50’ buffer.

213
214 **13. Review of TCD Governance Action Plan, All**

215 Board reflected on Action Plan and it will be included in the Annual Plan
216
217

218 **14. Policies & Procedures, All**

219 Discussed check-signing policy
220

221 **15. Associate Supervisor Discussion**

222 Eric moved to discontinue Joel Hansen as an Associate Supervisor for lack of participation prior to
223 January 2018 and for not upholding TCD policies or acting appropriately to represent the
224 Conservation District in a good light. Doug noted Mr. Hansen's name is included as attendee at
225 11/21/17 Board meeting. Linda seconded. Eric, Richard, Linda approved. Paul, Doug opposed.
226 Motion passed.
227

228 **16. Adjourn, All**

229 Linda moved to adjourn. Richard seconded at 7:00pm. Unanimous approval.
230

231 Respectfully Submitted,
232
233

234 _____
235 Eric Johnson, Board Chair



Board of Supervisors
Special Meeting Minutes
Thursday June 7, 2018
2:00pm

Present at Meeting:

Eric Johnson, TCD Board Chair	Sarah Moorehead, TCD Interim Executive Director
Richard Mankamy, TCD Board Auditor	Joe Hanna, TCAAC
Doug Rushton, TCD Board Supervisor	John Stuhlmiller, WFB
Linda Powell, TCD Board Vice-Chair	Amy Shier, WFSE
Paul Pickett, TCD Board Supervisor	Madeline Bishop, Public
Tony Wilson, Public	Samantha Fleischner, Public
Lisa Riner, Public	Karla Heinitz, WSCC
Madeline Bishop, Public	Tim Tharp, WFSE
Ben Peterson, WFSE	

Action Items:

1. Subcommittee meeting **June 19, 2pm-4pm** to discuss HR and legal options; contact firms and set parameters; to include Richard, Linda, Doug and Sarah
2. July meeting – VSP; 30 minutes with WSFB
3. HRC – Board presentation
4. Staff to contact Sheryl Brandt or Enduris representative for a phone conversation during the June 26 Board Meeting Executive Session regarding letter and rate increase and how to remove it
5. Staff to schedule meeting with State Auditor's office – possibly include Enduris

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

- Eric Johnson called the meeting to order at 3:35pm. 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:
 - Madeline Bishop
 - Tim Tharp
 - Lisa Riner
 - Tony Wilson
 - John Stuhlmiller

3. Agenda Review, All

- Sarah requested Executive Session be held in an open public meeting if it relates to her performance as a public employee per RCW 42.30.110

4. Executive Session: To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

5. Protocols for Supervisor Requests – Tabled to June 26 Board Meeting

6. Report Out on Work Session Items – Action Items

- Doug presented information on the Dispute Resolution Center
- Paul moved to create a subcommittee (Doug, Linda, Richard, and Sarah) to review HR Consultant question and Legal Services RFP (revise if necessary), with primary focus on HR

54 **A. Subcommittee Scope of Work to discuss HR and Legal Services:**

- 55 1. Review things now and provide TA with ongoing activities
- 56 2. Review past practices and resolve mistakes for future; review policies for legal and revise if
- 57 necessary; carry out Governance Action Plan and advise on issues to resolve such as HRC
- 58 complaints and discuss how to prevent in future
- 59 3. Compliance – conflict resolution and negotiations between management and employees
- 60 4. Support in labor negotiation with certified union
- 61 5. Review budget and decide which options are affordable
- 62 6. See if other CDs have staff to share (including Pierce, King, Spokane)
- 63 7. Look for temp HR hire, 6mo – 1yr (1/2 time)
- 64 ▪ Consulting/training
- 65 ○ Long-term idea to hire and train staff and build capacity
- 66 ○ Training for FMLA
- 67 ○ Ongoing activities and past practices
- 68 ○ Review P+P
- 69 ○ Labor negotiations

70 AI: Subcommittee meeting **June 19, 2pm-4pm** to discuss HR and legal options; contact firms

71 and set parameters; to include Richard, Linda, Doug and Sarah

72 AI: July meeting – VSP; 30 minutes with WSFB

73 AI: HRC – Board presentation

74 **B. Executive Session Phone Conversation with Enduris**

75 Linda moved to have an Executive Session phone conversation with Sheryl Brandt or Enduris

76 representative in regards to letter and rate increase and how to remove it. Paul seconded.

77 Unanimous approval. Items to discuss:

- 78 ▪ Amount of the increase
- 79 ▪ The co-pay
- 80 ▪ How to avoid increase before Sept 1
- 81 ▪ Exact occurrence that instigated rate increase
- 82 ▪ Claim history

83 AI: Staff to contact Sheryl Brandt or Enduris representative for a phone conversation during the

84 June 26 Board Meeting Executive Session regarding letter and rate increase and how to

85 remove it

86 AI: Staff to schedule meeting with State Auditor's office – possibly include Enduris

87 **C. April 24, 2018 Meeting Minutes** – To be reviewed during June 26 Board Meeting

88 **D. May 29, 2018 Meeting Minutes** – To be reviewed during June 26 Board Meeting; take out

89 section re: removing Sarah Moorehead based on HRC complaint

90

91 **7. Adjourn, All**

92 Paul moved to adjourn. Linda seconded at 5:30pm. Unanimous approval.

93

94 Respectfully Submitted,

95

96

97

98

Eric Johnson, Board Chair



Board of Supervisors
Monthly Meeting Minutes
Tuesday, February 27, 2018
2:00pm

Present at Meeting:

Eric Johnson, TCD Board Chair	Linda Powell, TCD Board Vice-Chair
Richard Mankamy, TCD Board Auditor	Samantha Fleischner, TCD Board Supervisor
Doug Rushton, TCD Board Supervisor	Joel Hansen, TCD Assoc. Supervisor
Chris Stearns, TCD Assoc. Supervisor	Sarah Moorehead, TCD Interim Executive Director
Amy Franks, TCD Staff	Ashley McBee, TCD Staff
Nora White, TCD Staff	Daeg Byrne, Public
Tara Donohoe, NRCS	Deston Denniston, Citizen
Joe Hanna, Public	Amy Hendershot, NRCS
Paula Holroyde, Public	T.J. Johnson, Public
Shana Joy, WSCC	Esther Kronenberg, Public
Autumn Pickett, Public	Paul Pickett, Public
Lisa Riner (sp?), Public	Edward Steinweg, Public
Eric Stewart, Public	Cynthia Stewart, Public
Jana Wiley, Public	

Action Items:

1. Staff will email PDRs to Board, as submitted; AED and Auditor will generate monthly summary report on PDRs (including tracking number, date received, who requested, date fulfilled, outcomes, etc.)
2. Staff will conduct doodle poll and coordinate meeting for NRCS ACEP presentation
3. Staff will send 2018 TCD Budget to Cynthia Stewart
4. Staff will send invoices to Eric (Les Schwab, Casa Mia)
5. Staff will email detailed invoice information for the two February Whitlock Limited payments to Board
6. TCD Board Statement on 2017 Funding Issues & 2018 Budget Impacts early on 3.27.18 Agenda
7. Staff will issue statement indicating TCD Board is currently working on a 2017 funding statement via website and social media
8. Kathleen Berger prepared a recap of farm pro project for Board and Thurston County Ag commission. Draft given to Sarah. Included in Board packet.
9. Staff will email Board the ED and all Staff job descriptions
10. ED position description/recruitment plan on 3.27.18 Agenda
11. R&C Resolution on April Monthly Board Meeting Agenda
12. Staff will RSVP Eric, Samantha, Richard, and Linda for WSCC Tour

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)

- Agenda states Public Comment set at two minutes; Chair clarified public comment is three minutes per person; Public comment submitted in written form attached

- Persons who provided public commented:

- Paul Pickett
- Jana Wiley
- Deston Denniston
- Lisa Riner (sp?)
- Esther Kronenberg
- TJ Johnson
- Cynthia Stewart

3. Agenda Review, All

- Add Agenda Item #10: Executive Session to receive and evaluate complaints or charges brought against a public officer or employee - RCW 89.08.110 (10 min)

4. Policy and Procedures (P&P) Updates, All

A. Subcommittee Report & Recommendations

- Staff reviewed sub-committee meeting attendees, policies reviewed, and outcomes of sub-comm meeting; Completed drafts of Policies #6.1.8 and #1.2 and provided for final Board review and potential approval; Per 1.30.18 Action Item, Staff provided Draft Telephonic Board Supervisor Remote Attendance policy
- Board and Staff discussed changes to Auditor position description in Policy #1.2: Board of Supervisor Guidelines & Officer Position Descriptions; Specifically proposed changes that delegate oversight of public disclosure requests (PDRs) and review of Staff timesheets to Board Auditor
- Board decision for Acting Executive Director (AED) to electronically share PDRs with Board, as submitted; AED and Auditor will generate monthly summary report on PDRs (including tracking number, date received, who requested, date fulfilled, outcomes, etc.)
- Board decision for Staff timesheet review and approval to remain an AED Delegation of Authority and for Staff timesheets to be available to Board if requested

AI – Staff will email PDRs to Board, as submitted; AED and Auditor will generate monthly summary report on PDRs (including tracking number, date received, who requested, date fulfilled, outcomes, etc.)

Doug moved to approve Policy #1.2: Board of Supervisor Guidelines & Officer Position Descriptions, as amended. Linda seconded. Discussion: Richard: Make it known Auditor was not invited to participate in Annual Budget Development, as stipulated in Auditor responsibility #7; Staff provided clarification of sharing budget documents with Board and requesting feedback throughout budget development process, context that 2018 budget development process unprecedented, and invitation for Supervisors to continue to share concerns/feedback; Richard requested more direct involvement specifically for Board Auditor; Board and Staff discussed budget updates provided between Jan and Feb Board meetings; Staff did not send out updated draft budgets between meetings, as it was not requested and was constantly evolving document; Staff provided updates on major budget developments in that interim (i.e. TA Livestock, Capital Budget, Shellfish Prot. Dist. Funds); Richard will receive Staff updates on budget development when he comes to sign checks, to increase his understanding and participation in budget development process. Vote: All in favor. Motion passed.

Linda moved to approve Policy #6.1.8: Check Signing Policy. Doug seconded. No discussion. Vote: All in favor. Motion passed.

- 99
100 ▪ Board decision to hold Special Meeting on March 5th at 2pm to work on remainder of proposed
101 P&P updates
102

103 **5. Partner Reports**

104 **A. NRCS, Amy Hendershot**

- 105 ▪ Federal hiring freeze continues: Six employees for five county area; Unable to provide services as
106 usual; Prioritizing projects with highest conservation benefit
107 ▪ TCD hosting Local Workgroup meeting on 4.12.18 (9am @ NRCS/USFS - Black Lake); Public
108 feedback from meeting focuses natural resource priorities funding/capacity
109 ▪ 2017 Environmental Quality Incentives Program (EQIP): \$1 million awarded in Thurston County;
110 Diverse projects: Forest stewardship plans, energy management plans, CMNPs, energy
111 recommendation implementation, \$30k for high tunnels, implementation of water quality practices
112 associated with CNMP, prairie restoration, removed salmon barrier, forest health project; Last
113 2018 application deadline, 3.16.18
114 ▪ Agricultural Conservation Easement Program (ACEP): Recommends TCD partner with another
115 organization doing easements and learn what it takes; Pierce/RCPD good example – Land Trusts
116 hold easements and PCD is outreach liaison
117

118 **AI - Staff will conduct doodle poll and coordinate meeting for NRCS ACEP presentation**
119

120 **B. WSCC, Shana Joy**

- 121 ▪ Handed out and read WSCC Investigation of the TCD Board: Process and Update statement to
122 Board (attached)

123 **C. WACD/NACD, Doug Rushton**

- 124 ▪ **WACD:** Hiring auditor to help with merging WACD and Plant Materials Center (PMC) finances;
125 Staff working on websites update
126 ▪ **NACD:** D.C. fly-in 3.20.18; Legislative priorities: NRCS hiring freeze and NRCS budget cuts to
127 NRCS programs; Nashville meeting highlights emailed to Board
128

129 **6. 2018 Elections & Appointments Update, Nora White**

- 130 ▪ Nora White, Election Supervisor, reviewed all ballot/voting deadlines; Provision allows for
131 decision to hold poll site open longer if necessary; Board consensus that Election Supervisor will
132 poll Supervisors present and make the decision on whether or not to extend polls if needed
133 ▪ Reviewed important poll site regulations and process; Auditor's office taking steps to inform and
134 offer opportunity for contested ballots to clarify errors in ballot casting or voter identity; Ballots
135 tallied on 3.9.18; Anyone can attend but cannot interfere
136 ▪ Deadline for appointed position application is 3.31.18; Elected & Appointed Supervisors assume
137 duties after 3rd Thursday in May or after WSCC announces official winners
138

139 **7. Board Meeting Minutes Review, All – *Action Items***

140 *(Information only: January 30, 2018 Action Items Report)*

141 **A. February 28, 2017 Regular Board Meeting minutes**

- 142 ▪ January 2017 Check Register approval motion was recorded incorrectly in minutes; Shana
143 recommends Board review and approve 2.28.17 Monthly Board Meeting minutes again, with
144 explanation of second review in minutes
145

Doug moved to amend February 28, 2017 Monthly Board Meeting minutes as follows: Line 271 - Strike Richard and replace with Samantha as voting in favor of approving the January 2017 Check Register. Samantha seconded. No discussion. Vote: All in favor. Motion passed.

AI – Staff will send 2018 TCD Budget to Cynthia Stewart

B. September 26, 2017 Regular Board Meeting minutes

Line Edits: 255 - Spell out because

Samantha moved to approve September 26, 2017 Monthly Board Meeting minutes, as amended. Chair seconded. No discussion. Vote: All in favor. Motion passed.

C. November 1, 2017 Special Regular Board Meeting minutes (no work session held)

Line Edits: 195 – Move Samantha’s comments after motion discussion
360 - Add, ‘Eric asked who authorized payment; Was told would have to get back to him’
399-401 – Add ‘usually’ Doug and Kathy attend
562 - ‘Years’
563 - Change to say ‘Sarah has not’

Samantha moved to approve November 1, 2017 Regular Board meeting minutes, as amended. Linda seconded. Discussion: Vote: All in favor. Doug abstained. Motion passed.

D. November 21, 2017 Special Board meeting & Work Session minutes

- Tabled to allow more time for Board review

E. December 20, 2017 Regular Board meeting & Work Session minutes

- Tabled to allow Staff to convert from transcript to current minutes formatting

F. January 9, 2017 Special Board meeting minutes (no work session held)

- Tabled to allow more time for Board review

G. January 30, 2018 Regular Board meeting & Work Session minutes

- Tabled to allow more time for Board review
- Board decision to keep March 5th meeting focused on P&P updates (not review minutes); Board decision not to re-print minutes for next Board packet

8. Financial Report, Amy Franks

A. Monthly Financial Report

- Not discussed

B. January Check Register

- January Financial Report because not reviewed in 1.30.18 Monthly Board meeting
- Board requested and received clarification re: individual checks

AI – Staff will send invoices to Eric (Les Schwab, Casa Mia)

Samantha moved to approve January 2018 Check Register, including check #s19457-19487 and voided check #s 19470-19471, totaling \$111,047.24. Linda seconded. No discussion. Vote: All in favor. Motion passed.

- Doug requested clarification on which Board Meeting minutes will be reviewed at 3.27.18 Monthly Board Meeting: 11.21.17 Special Meeting minutes, 12.20.17 Monthly Meeting minutes, 1.9.18 Special Meeting minutes, 1.30.18 Monthly Meeting minutes, 3.5.18 Special Meeting minutes, and all associated work session minutes

C. February Check Register

- Board requested and received clarification re: individual checks

AI – Staff will email detailed invoice information for the two February Whitlock Limited payments to Board

Doug moved to approve February 2018 Check Register, including check #s19488-19527 and no voided checks, totaling \$107, 372.76. Samantha seconded. No discussion. Vote: All in favor. Motion passed.

- Board decision to develop and share a statement from TCD Board of Supervisors to the community, to clarify funding issues that occurred in 2017 and impacts on 2018 budget and include authorizing Rates & Charges (R&C) RCW, information that distinguishes R&C from Assessment and transition process, and 2018 TCD R&C transition timeline
- Will put early on 3.27.18 Monthly Board meeting Agenda and discuss with public present; Richard will continue to develop a timeline of events with Sarah and then all information will be forwarded to Board and Shana for feedback, with goal to present at 3.27.18 Monthly Board meeting
- Board decision to issue statement indicating TCD Board is currently working on a statement via website and social media
- Chair recommends Board of Supervisors listen to blog interviewing an Associate Board Supervisor and discuss at next Board Meeting

AI – TCD Board Statement on 2017 Funding Issues & 2018 Budget Impacts early on 3.27.18 Agenda

AI – Staff will issue statement indicating TCD Board is currently working on a 2017 funding statement via website and social media

9. 2018 District Funding, All

A. 2018 District Budget (*Revised*)

- Staff provided and reviewed 2018 Annual Budget narrative; Reviewed 2018 Budget Updates/Changes: Chehalis Workgroup Farm Pad funding re-directed outside District; Shellfish Protection District Work Program almost fully restored to full capacity; Received confirmation that TCD will receive Chehalis Outreach funding; Received more funding for Livestock TA
- Board and Staff discussed funding for Executive Director (ED) position; Position funded from Assessment; Board consensus to move on to ED Recruitment Plan in Agenda and return to 2018 District Budget
- Revised 2018 District Budget not adopted

AI – Kathleen B. will provide information to enable TCD Supervisors and Ag Advisory Committee to issue statements/actions of support for Farm Pad implementation to Thurston County

B. 2018 TCD Annual Plan Development

- Not addressed

C. Executive Director Recruitment Plan

- Board and Staff brainstormed ideas for funding and filling ED position: temporary or part-time position, \$20k currently allocated to Sarah's AED position that could be re-directed (comp rates, not \$20k in salary available)
- Board decision to start updating ED position materials and determine what is needed in the position - and prepare for hiring when funding available

AI – Staff will email Board the ED and all Staff job descriptions

AI – ED position description/recruitment plan on 3.27.18 Agenda

D. Acting Executive Director Compensation and Evaluation

- Board discussed need to decide on AED pay grade, providing evaluation and annual merit increase
- Chair stated need to discuss in an Executive Session

E. Rates & Charges Update

- Staff provided update: R&C timeline approved at 1.30.18 Board Meeting
- Board decision to prepare for adopt R&C Resolution at April Monthly Board Meeting, to allow for appropriate advertising/outreach for Public Hearing

AI – R&C Resolution on April Monthly Board Meeting Agenda

10. Executive Session to receive and evaluate complaints or charges brought against a public officer or employee - RCW 89.08.110 (10 min)

Chair moved to hold Executive Session with Board only. No second motion. Motion died. Executive Session commenced with the following in attendance: Board Supervisors Eric, Richard, Samantha, Doug, Joel, Chris and staff Sarah Moorehead and Amy Franks.

- Executive Session commenced at 6:18pm for 10 minutes, with Board Supervisors, Sarah Moorehead, and Amy Franks in attendance
- Board exited Executive Session at 6:28pm and announced 15 minute extension; Back in Executive Session at 6:30pm
- Board exited Executive Session at 6:45pm and announced 10 minute extension; Back in Executive Session at 6:46pm
- Board exited Executive Session at 6:56pm and announced 15 minute extension; Back in Executive Session at 6:57pm
- Board exited Executive Session and returned to public meeting at 7:12pm and announced no decisions were made
- Board decision to continue Executive Session at next Board Meeting

AI – Staff will RSVP Eric, Samantha, Richard, and Linda for WSCC Tour

11. Adjourn, All

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

Respectfully Submitted,

Eric Johnson, Board Chair



Board of Supervisors
Special Meeting Minutes
Thursday June 7, 2018
2:00pm

Present at Meeting:

Eric Johnson, TCD Board Chair	Sarah Moorehead, TCD Interim Executive Director
Richard Mankamy, TCD Board Auditor	Joe Hanna, TCAAC
Doug Rushton, TCD Board Supervisor	John Stuhlmiller, WFB
Linda Powell, TCD Board Vice-Chair	Amy Shier, WFSE
Paul Pickett, TCD Board Supervisor	Madeline Bishop, Public
Tony Wilson, Public	Samantha Fleischer, Public
Lisa Riner, Public	Karla Heinitz, WSCC
Madeline Bishop, Public	Tim Tharp, WFSE
Ben Peterson, WFSE	

Action Items:

1. Subcommittee meeting **June 19, 2pm-4pm** to discuss HR and legal options; contact firms and set parameters; to include Richard, Linda, Doug and Sarah
2. July meeting – VSP; 30 minutes with WSFB
3. HRC – Board presentation
4. Staff to contact Sheryl Brandt or Enduris representative for a phone conversation during the June 26 Board Meeting Executive Session regarding letter and rate increase and how to remove it
5. Staff to schedule meeting with State Auditor's office – possibly include Enduris

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

- Eric Johnson called the meeting to order at 3:35pm. 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:
 - Madeline Bishop
 - Tim Tharp
 - Lisa Riner
 - Tony Wilson
 - John Stuhlmiller

3. Agenda Review, All

- Sarah requested Executive Session be held in an open public meeting if it relates to her performance as a public employee per RCW 42.30.110

4. Executive Session: To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

5. Protocols for Supervisor Requests – Tabled to June 26 Board Meeting

6. Report Out on Work Session Items – Action Items

- Doug presented information on the Dispute Resolution Center
- Paul moved to create a subcommittee (Doug, Linda, Richard, and Sarah) to review HR Consultant question and Legal Services RFP (revise if necessary), with primary focus on HR

54 **A. Subcommittee Scope of Work to discuss HR and Legal Services:**

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- 56 2. Review past practices and resolve mistakes for future; review policies for legal and revise if
- 57 necessary; carry out Governance Action Plan and advise on issues to resolve such as HRC
- 58 complaints and discuss how to prevent in future
- 59 3. Compliance – conflict resolution and negotiations between management and employees
- 60 4. Support in labor negotiation with certified union
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- 65 ○ Long-term idea to hire and train staff and build capacity
- 66 ○ Training for FMLA
- 67 ○ Ongoing activities and past practices
- 68 ○ Review P+P
- 69 ○ Labor negotiations

70 AI: Subcommittee meeting **June 19, 2pm-4pm** to discuss HR and legal options; contact firms

71 and set parameters; to include Richard, Linda, Doug and Sarah

72 AI: July meeting – VSP; 30 minutes with WSFB

73 AI: HRC – Board presentation

74 **B. Executive Session Phone Conversation with Enduris**

75 Linda moved to have an Executive Session phone conversation with Sheryl Brandt or Enduris

76 representative in regards to letter and rate increase and how to remove it. Paul seconded.

77 Unanimous approval. Items to discuss:

- 78 ▪ Amount of the increase
- 79 ▪ The co-pay
- 80 ▪ How to avoid increase before Sept 1
- 81 ▪ Exact occurrence that instigated rate increase
- 82 ▪ Claim history

83 AI: Staff to contact Sheryl Brandt or Enduris representative for a phone conversation during the

84 June 26 Board Meeting Executive Session regarding letter and rate increase and how to

85 remove it

86 AI: Staff to schedule meeting with State Auditor's office – possibly include Enduris

87 **C. April 24, 2018 Meeting Minutes** – To be reviewed during June 26 Board Meeting

88 **D. May 29, 2018 Meeting Minutes** – To be reviewed during June 26 Board Meeting; take out

89 section re: removing Sarah Moorehead based on HRC complaint

90

91 **7. Adjourn, All**

92 Paul moved to adjourn. Linda seconded at 5:30pm. Unanimous approval.

93

94 Respectfully Submitted,

95

96

97 _____

98 Eric Johnson, Board Chair

Tab 4

<u>Date</u>	<u>Check #</u>	through	<u>Check #</u>	<u>Totaling</u>	<u>Voided Check #'s</u>
6/20/2018	19602		19642	104,171.78	19604, 19626, 19638

Detail

The following checks were written on Timberland Bank:

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	10.00	Postage Meter
5/7/2018	EFT		EFT	5,162.99	Insurance Premium
5/9/2018	EFT		EFT	3,719.68	Federal payroll liabilities
5/9/2018	dd04251810		dd04251816	12,853.80	Payroll
5/10/2018	19602		19625	31,357.93	Accounts payable
5/14/2018	EFT		EFT	120.81	DRS - PERS
5/15/2018	19626		19627	3,950.00	Accounts payable
5/15/2018	EFT		EFT	6,952.65	DRS - PERS
5/15/2018	EFT		EFT	30.00	Bank Fee
5/24/2018	dd04251817		dd04251823	9,391.23	Payroll
5/24/2018	19628		19642	27,230.51	Accounts payable
5/31/2018	EFT		EFT	15.00	DRS - DCP

Total	104,171.78
--------------	-------------------

Richard Mankamy, Board Auditor

Date

10:30 AM

06/21/18

Thurston Conservation District

Payroll Transactions by Payee

May 2018

Date	Name	Num	Type	Memo	Account	Amount
Benefit Resource, Inc						
05/07/2018	Benefit Resource, Inc		Liability Adjust		3081001 · 308.10.01...	976.76
						976.76
Total Benefit Resource, Inc						
Colonial Supplemental Insurance						
05/10/2018	Colonial Supplement...	19605	Liability Check		3081001 · 308.10.01...	-307.68
05/24/2018	Colonial Supplement...	19633	Liability Check		3081001 · 308.10.01...	-26.20
						-333.88
Total Colonial Supplemental Insurance						
Dept of Retirement Systems						
05/15/2018	Dept of Retirement ...	EFT	Liability Check	April PERS a...	3081001 · 308.10.01...	-6,952.65
05/31/2018	Dept of Retirement ...	EFT	Liability Check	May DCP 1 of 2	3081001 · 308.10.01...	-15.00
						-6,967.65
Total Dept of Retirement Systems						
EFT Payment						
05/09/2018	EFT Payment	EFT	Liability Check	91-1011612	3081001 · 308.10.01...	-3,719.68
						-3,719.68
Total EFT Payment						
QuickBooks Payroll Service						
05/09/2018	QuickBooks Payroll ...		Liability Check	Created by P...	3081001 · 308.10.01...	-12,853.80
05/24/2018	QuickBooks Payroll ...		Liability Check	Created by P...	3081001 · 308.10.01...	-9,391.23
						-22,245.03
Total QuickBooks Payroll Service						
WA St Dept of L&I						
05/01/2018	WA St Dept of L&I	EFT	Liability Check	386 002-00	3081001 · 308.10.01...	-1,116.04
						-1,116.04
Total WA St Dept of L&I						
Berger, Kathleen T						
05/10/2018	Berger, Kathleen T	dd042...	Paycheck	Direct Deposit	3081001 · 308.10.01...	0.00
05/25/2018	Berger, Kathleen T	dd042...	Paycheck	Direct Deposit	3081001 · 308.10.01...	0.00
						0.00
Total Berger, Kathleen T						
Bishop, Stephanie E						
05/10/2018	Bishop, Stephanie E	dd042...	Paycheck	Direct Deposit	3081001 · 308.10.01...	0.00
05/25/2018	Bishop, Stephanie E	dd042...	Paycheck	Direct Deposit	3081001 · 308.10.01...	0.00
						0.00
Total Bishop, Stephanie E						
Hatch-Winecka, Amy B						
05/10/2018	Hatch-Winecka, Am...	dd042...	Paycheck	Direct Deposit	3081001 · 308.10.01...	0.00
05/25/2018	Hatch-Winecka, Am...	dd042...	Paycheck	Direct Deposit	3081001 · 308.10.01...	0.00
						0.00
Total Hatch-Winecka, Amy B						
Healy, Mara E						
05/10/2018	Healy, Mara E	dd042...	Paycheck	Direct Deposit	3081001 · 308.10.01...	0.00
05/25/2018	Healy, Mara E	dd042...	Paycheck	Direct Deposit	3081001 · 308.10.01...	0.00
						0.00
Total Healy, Mara E						
Moorehead, Sarah						
05/10/2018	Moorehead, Sarah	dd042...	Paycheck	Direct Deposit	3081001 · 308.10.01...	0.00
05/25/2018	Moorehead, Sarah	dd042...	Paycheck	Direct Deposit	3081001 · 308.10.01...	0.00
						0.00
Total Moorehead, Sarah						
Warren, Nicole A						
05/10/2018	Warren, Nicole A	dd042...	Paycheck	Direct Deposit	3081001 · 308.10.01...	0.00
05/25/2018	Warren, Nicole A	dd042...	Paycheck	Direct Deposit	3081001 · 308.10.01...	0.00
						0.00
Total Warren, Nicole A						

10:30 AM

06/21/18

Thurston Conservation District Payroll Transactions by Payee May 2018

Date	Name	Num	Type	Memo	Account	Amount
White, Nora E						
05/10/2018	White, Nora E	dd042...	Paycheck	Direct Deposit	3081001 · 308.10.01...	0.00
05/25/2018	White, Nora E	dd042...	Paycheck	Direct Deposit	3081001 · 308.10.01...	0.00
						0.00
Total White, Nora E						-33,405.52
TOTAL						



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

- Printer Friendly Report
- Adobe® PDF Format



Washington State Department of
Labor & Industries

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 Offrs	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/Cl Offc	\$118,494.00	4,650	0.1980	\$920.70
6901-00	Volunteers-Excl Law Enf Offrs	\$0.00	0	0.0568	\$0.00
Total of Premiums					\$1,116.04
Grand Total					\$1,116.04

Preparer's Information

Help and improve

Preparer:
DayTime Phone:
Email:

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

Payment Information

Method of Payment:
Bank routing information:
Bank account information:
Bank account Type:
Payment Amount:
Scheduled Payment Date:

eCheck
325170754
XXXXXXXXXXXX6554
BusinessChecking
\$1116.04
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



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SEATTLE WA 98101
www.regence.com



[DM-]

Forwarding Service Requested

*****ALL FOR AADC 983
3583 1 AB 0.408
THURSTON CONSERVATION DISTRICT
2918 FERGUSON ST SW STE A
TUMWATER WA 98512-6187

10

Group No. 60011200
Sub-Group No. 0001
Billing Period 05/01/18-05/31/18
Invoice No. 181200000150
Bill Print Date 04/30/2018
Bill Due Date 05/01/2018

BILLING SUMMARY

MAY 07 REC'D

CURRENT MONTH BILLING	\$5,162.99
ADJUSTMENT	\$0.00
VARIANCE	\$0.00
OUTSTANDING BALANCE	\$0.00
UNAPPLIED PREMIUM	\$0.00
TOTAL AMOUNT DUE	\$5,162.99

Please send correspondence and address changes to:

REGENGE MEMBERSHIP
MS WW4-45
PO BOX 1271
Portland, OR 97207

When you provide a check as payment,
you authorize us either to use
information from your check to make a
one-time electronic funds transfer from
your account or to process the payment
as a check transaction.

For questions on your account, please call, fax or email:

PHONE (800) 505-6801
FAX (866) 303-5117
EMAIL Regence_Membership@regence.com

↑ FOLD AND TEAR HERE

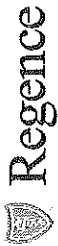
FOLD AND TEAR HERE ↑

Group Name THURSTON CONSERVATION DISTRICT
Group No. 60011200
Sub-Group No. 0001
Billing Period 05/01/18-05/31/18
Invoice No. 181200000150

DO NOT PAY

**FUNDS WILL AUTOMATICALLY BE DEDUCTED FROM YOUR ACCOUNT
ON THE DESIGNATED SUREPAY DRAFT DATE.**

00000516299043018000051629941060011200000100000000006



1800 NINTH AVENUE
SEATTLE WA 98101
www.regence.com

Regence BlueShield services are provided pursuant to the terms of Washington
and is an Independent Licensee of the Blue Cross and Blue Shield Association

INVOICE/STATEMENT

GROUP NAME THURSTON CONSERVATION DISTRICT
GROUP NO. 60011200
SUB-GROUP NO. 0001
BILLING PERIOD 05/01/18-05/31/18
INVOICE NO. 181200000150
BILL DUE DATE 05/01/2018

Class ID: 0001
Class Description: ALL EMPLOYEES

DATE OF BIRTH	MEMBER NAME	TYPE OF COVERAGE	COVERED MEMBERS	SUB TOTAL	TOTAL RATE
07/22/1986	BERGER, KATHLEEN	MEDICAL	SUB, 1 CHILD		\$825.73
03/11/1975	BISHOP, STEPHANIE E	MEDICAL	SUB		\$568.66
09/24/1977	FRANKS, AMY 4/20/2018	MEDICAL	SUB		\$548.49
01/20/1974	HATCH WINECKA, AMY	MEDICAL	SUB		\$582.39
08/08/1991	HEALY, MARA	MEDICAL	SUB		\$439.48
07/17/1984	MCBEE, ASHLEY 3/23/2018	MEDICAL	SUB		\$514.15
02/01/1989	MOOREHEAD, SARAH A	MEDICAL	SUB, 1 CHILD		\$794.83
01/26/1990	WARREN, NICOLE	MEDICAL	SUB		\$449.78
07/12/1991	WHITE, NORA	MEDICAL	SUB		\$439.48
			ROSTER TOTAL		\$5,162.99

PREMIUM AND HEADCOUNT SUMMARY
MEDICAL \$5,162.99
9 MEMBERS
2 DEPENDENTS

20180501B02
3811
1259 12445



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	\$3,719.88
Settlement Date	05/09/2018
Subcategories:	
1 Social Security	\$2,149.88
2 Medicare	\$502.80
3 Tax Withholding	\$1,067.00
Account Number	xxxxx6554
Account Type	CHECKING
Routing Number	325170754
Bank Name	TIMBERLAND BANK

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 praire 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	Tumwater 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 Mankamy
Richard Mankamy, District Auditor

Doug Rushton
Board Member

05/17/18
Date

5/22/18
Date



Washington State Department of Retirement Systems
REPORTS

[My Services](#)
[Reports List](#)
[Exit](#)

Current Account Activity

This screen provides account activity. To display specific information, you can enter and/or select search criteria and click the Get Report Data button to display results. You may retrieve up to 12 months of information at one time.

Search combinations:

- Invoice Number; or
- Report Period and System Plan Fund; or
- Any combination of Due Date Begin, Due Date End, System Plan Fund, or Receivable Type.

Search By

Invoice Number: Report Period: System Plan Fund:

- Due OR Date Receivable Type:

- Begin:

Due Date End:

Current Account Activity

Organization Name: THURSTON CONSERVATION DISTRICT
Date: 05/08/2018

Invoice Number	Report Period	System Plan Fund	Item Description	Due Date	Invoice Amount	Payment Amount	Balance
+ 1274662		A4	Old Age Survivor Insurance Invoice	05/15/2018	25.00	-25.00	0.00
Outstanding Balance System/Plan: A4							0.00
+ 1276992	01/2018	P2	Contribution Transmittal	02/15/2018	5,296.06	-5,242.62	53.44
+ 1276992		P2	Penalty Assessment	05/15/2018	32.59	-32.59	0.00
+ 1281532	02/2018	P2	Contribution Transmittal	03/15/2018	4,993.53	-4,949.59	43.94
+ 1281532	03/2018	P2	Contribution Transmittal	04/15/2018	4,402.08	-4,402.08	0.00
+ 1281532		P2	Penalty Assessment	06/15/2018	30.46	0.00	30.46
+ 1281533		P2	Penalty Assessment	06/15/2018	10.00	0.00	10.00
Outstanding Balance System/Plan: P2							137.84
+ 1281532	01/2018	P3	Contribution Transmittal	02/15/2018	1,295.27	-1,282.21	13.06
+ 1281532	02/2018	P3	Contribution Transmittal	03/15/2018	1,178.19	-1,167.82	10.37
+ 1281532	03/2018	P3	Contribution Transmittal	04/15/2018	1,702.37	-1,702.37	0.00
Outstanding Balance System/Plan: P3 (Member defined contributions are not reflected in amount.)							23.43
Outstanding Balance Total:							161.27

97.38

23.43

Outstanding Balance Total: 161.27

120.81

Late Payment Interest
Electronic Payment
5/10/2018



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				<u>-27,230.51</u>
Total 3088010 Checking Accounts				<u>-27,230.51</u>
TOTAL				<u>-27,230.51</u>

"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



Washington State Department of Retirement Systems
Electronic Payments
Completed Payment Advice

Employer: THURSTON CONSERVATION DISTRICT
Report Period: 05/2018
Retirement Due Date: 06/15/2018
Payment Status: Submitted (05-29-18 1:14:33 PM by A. Frank)

System	Report Group/Invoice #	Amount	
Deferred Compensation Program Payment			
DCP	919	15.00	
Total Amount for DCP:			15.00
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	0.00
Total Amount for Plan 3:			0.00
Total Payment Amount:			15.00
Scheduled Date of Payment:			5/31/2018

Thurston Conservation District
Check Detail
June 14, 2018

11:26 AM

06/14/2018

Num	Date	Name	Account	Paid Amount
3081001 - 308.10.01 Cash TimberLand Bank				
19643	06/14/2018	A & L Western Agricultural Laboratories		
209589	05/21/2018	ASMNT:A098- Soil Tests	5314117 · Soil Testing	-263.20
				<u>-263.20</u> ✓
19644	06/14/2018	Bishop, Stephanie		
PO 8249	05/24/2018	GREEN:G019.28 Dawkins	5313103 · Project Supplies	-13.17
		GREEN:G019.28 Dawkins	5313103 · Project Supplies	-53.40
				<u>-66.57</u> ✓
19645	06/14/2018	Brian Thompson <i>Speech Fee</i>		
8222	06/05/2018	MISC:M065 - Soil Health	5314100 · Professional Services	-100.00
				<u>-100.00</u> ✓
19646	06/14/2018	Gerry Allard		
8250	06/04/2018	GREEN:G019-SS GREEN(General)	5313103 · Project Supplies	-67.92
				<u>-67.92</u> ✓
19647	06/14/2018	Half Moon Sanitation		
39519	06/20/2018	MISC:M0120 - Pacific Mountain	5313103 · Project Supplies	-125.00
				<u>-125.00</u> ✓
19648	06/14/2018	Hatch-Winecka, Amy B (employee)		
	05/31/2018	RCO:R011.2 - Lead Entity 11-1483P	5314305 · Meals / Per Diems	-48.00
		RCO:R011.2 - Lead Entity 11-1483P	5314305 · Meals / Per Diems	-64.00
		RCO:R011.2 - Lead Entity 11-1483P	5314305 · Meals / Per Diems	-64.00
		RCO:R011.2 - Lead Entity 11-1483P	5314305 · Meals / Per Diems	-64.00
		RCO:R011.2 - Lead Entity 11-1483P	5314305 · Meals / Per Diems	-64.00
		RCO:R011.2 - Lead Entity 11-1483P	5314307 - Parking fees	-55.20
		RCO:R011.2 - Lead Entity 11-1483P	5314306 - Airfare	-739.01
		RCO:R011.2 - Lead Entity 11-1483P	5314305 · Meals / Per Diems	-25.00
		RCO:R011.2 - Lead Entity 11-1483P	5314303 · Lodging	-1,200.09
				<u>-2,323.30</u> ✓
19649	06/14/2018	North Thurston Public Schools		
1718000327	04/12/2018	GREEN:G019.27 Prairies and Pollinators	5314114 · Subsitute Teachers	-82.01
1718000408	05/23/2018	GREEN:G019.105 NOAA Grant	5314114 · Subsitute Teachers	-82.01
		GREEN:G019.105 NOAA Grant	5314112 · Bus Transportation	-175.26
				<u>-339.28</u> ✓

Num	Date	Name	Account	Paid Amount
19650	06/14/2018	OfficeTeam		
50938656	05/21/2018	ASMNT:A010-Overhead	5314100 · Professional Services	-400.00
				-400.00 ✓
19651	06/14/2018	Ricoh, USA Inc - Usage		
5053453362	05/22/2018	ASMNT:A010-Overhead	5313102 · Computer Supplies	-357.04
				-357.04 ✓
19652	06/14/2018	United Concordia Insurance Co		
132016091	06/01/2018	ASMNT:A010-Overhead	5312012 · Dental Benefits	-330.54
		87.47 credit on KW		-330.54 ✓
19653	06/14/2018	Wells Fargo		
	06/14/2018		Wells Fargo	-500.00
				-500.00 ✓
19654	06/14/2018	Whitlock Limited Partnership 1		
	04/01/2018	ASMNT:A010-Overhead	5314505 · Common Area Fees	-518.66
		JAN-MARCH UTILITIES		-518.66 ✓
19655	06/14/2018	Colonial Supplemental Insurance		
			3860007 · 07 Medical Insurance Paye	-26.20
				-26.20 ✓
Grand Total				-5,417.71

"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

06/19/18
Date

Harry Russell
Board Member

6/19/18
Date

Thurston Conservation District

Check Detail

June 21, 2018

12:35 PM
06/21/2018

Type	Num	Date	Name	Account	Paid Amount
Check	19656	06/21/2018	Puget Sound Restoration Fund		
		05/31/2018	Shellfish Fund:SF-28%-SF- Grants to Others	5314100 · Professional Services	-9,943.00
Check	19657	06/21/2018	Puget Sound Energy		
		06/15/2018	ASMNT:A010-Overhead	5314701 · Electricity	-159.91
			ASMNT:A010-Overhead	5314703 · Utility - Gas	-87.26
					<u>-247.17</u>
Check	19658	06/21/2018	Pioneer Fuel		
		05/31/2018	ASMNT:A010-Overhead	5313201 · Vehicle Fuel	-95.72
Check	19659	06/21/2018	Pacific Disposal		
		06/01/2018	ASMNT:A010-Overhead	5314702 · Garbage Service	-29.44
		06/01/2018	ASMNT:A010-Overhead	5314702 · Garbage Service	-22.20
					<u>-51.64</u>
Check	19660	06/21/2018	OfficeTeam		
		05/30/2018	ASMNT:A010-Overhead	5314100 · Professional Services	-850.00
Check	19661	06/21/2018	Minuteman Press		
		06/13/2018	ASMNT:A010-Overhead	5314203 · Copy and Printing Services	-209.94
Check	19662	06/21/2018	Jan-Pro Cleaning Systems		
		05/25/2018	ASMNT:A010-Overhead	5314104 · Janitorial Services	-56.25
Check	19663	06/21/2018	Hatch-Winecka, Amy B (employee)		
		06/11/2018	RCO:R011.2 - Lead Entity 11-1483P	5314304 · Mileage	-87.74
			RCO:R011.2 - Lead Entity 11-1483P	5314305 · Meals / Per Diems	-15.00
					<u>-102.74</u>
Check	19664	06/21/2018	Grays Harbor Conservation District		
		05/04/2018	MISC:M0120 - Pacific Mountain	5314100 · Professional Services	-992.82

Check	19665	06/21/2018 Get Outside Olympia 05/25/2018 GREEN:G019.27 Prairies and Pollinators Grant NF	5314100 · Professional Services	-1,700.00
Check	19666	06/21/2018 Culligan Water Co. 05/31/2018 ASMNT:A010-Overhead	5313105 · Water - Bottled	-29.41
			Total	-14,278.69

"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 _____

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06/21/18

Accrual Basis

Thurston Conservation District
Balance Sheet
As of May 31, 2018

	May 31, 18
ASSETS	
Current Assets	
Checking/Savings	
3088010 Checking Accounts	780.16
3088020 Savings Accounts	200,215.53
3088030 Petty Cash	246.67
Total Checking/Savings	<u>200,242.36</u>
Accounts Receivable	
3090000 Accounts Receivable	126,262.89
Total Accounts Receivable	<u>126,262.89</u>
Other Current Assets	
3090500 Prepaid Accounts	7,126.25
3092000 - 309.20.00 Cash on Hand	1,297.52
Total Other Current Assets	<u>8,423.77</u>
Total Current Assets	<u>335,929.02</u>
TOTAL ASSETS	<u><u>335,929.02</u></u>
LIABILITIES & EQUITY	
Liabilities	263,775.21
Equity	72,153.81
TOTAL LIABILITIES & EQUITY	<u><u>335,929.02</u></u>

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06/21/18

Accrual Basis

Thurston Conservation District
Balance Sheet Prev Year Comparison
As of May 31, 2018

	May 31, 18	May 31, 17	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
3088010 Checking Accounts	780.16	163,576.24	-162,796.08	-99.5%
3088020 Savings Accounts	200,215.53	283,258.65	-83,043.12	-29.3%
3088030 Petty Cash	246.67	149.34	97.33	65.2%
Total Checking/Savings	201,242.36	446,984.23	-245,741.87	-55.0%
Accounts Receivable				
3090000 Accounts Receivable	126,262.89	163,911.54	-37,648.65	-23.0%
Total Accounts Receivable	126,262.89	163,911.54	-37,648.65	-23.0%
Other Current Assets				
3090500 Prepaid Accounts	7,126.25	4,150.95	2,975.30	71.7%
3092000 - 309.20.00 Cash on Hand	1,297.52	0.00	1,297.52	100.0%
Total Other Current Assets	8,423.77	4,150.95	4,272.82	102.9%
Total Current Assets	335,929.02	615,046.72	-279,117.70	-45.4%
TOTAL ASSETS	335,929.02	615,046.72	-279,117.70	-45.4%
LIABILITIES & EQUITY				
Liabilities	263,775.21	260,136.50	3,638.71	1.4%
Equity	72,153.81	354,910.22	-282,756.41	-79.7%
TOTAL LIABILITIES & EQUITY	335,929.02	615,046.72	-279,117.70	-45.4%

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06/21/18

Accrual Basis

Thurston Conservation District

Profit & Loss YTD Comparison

May 2018

	May 18	Jan - May 18
Ordinary Income/Expense		
Income		
3300000 · Intergovernmental Rev	29,561.28	188,930.32
3400000 · Charges Goods&Svcs	1,008.30	24,174.84
3600000 · Miscellaneous Revenue	1,384.37	35,746.65
3685000 · Assessment	2,348.17	11,050.22
Total Income	34,302.12	259,902.03
Gross Profit	34,302.12	259,902.03
Expense		
5531010 · Salaries & Benefits	38,105.60	256,865.58
5531030 · Supplies	1,213.67	20,089.55
5531040 · Services & Charges	49,504.61	129,401.03
5531060 · Maintenance	0.00	319.68
5945360 · Capital Outlays	0.00	1,127.29
5980000 · Other Financing Uses	0.00	7,722.00
66100 · Cleaned up Item Adj. Expense	0.00	172.00
66900 · Reconciliation Discrepancies	0.00	34.28
Total Expense	88,823.88	415,731.41
Net Ordinary Income	-54,521.76	-155,829.38
Other Income/Expense		
Other Expense pass through	0.00	184.00
Total Other Expense	0.00	184.00
Net Other Income	0.00	-184.00
Net income	-54,521.76	-156,013.38

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06/07/18

**Thurston Conservation District
Reconciliation Summary**

3082003 · Saving-2410 Shellfish Fund, Period Ending 05/31/2018

	May 31, 18
Beginning Balance	223,070.78
Cleared Transactions	
Checks and Payments - 3 items	-24,090.13
Deposits and Credits - 1 item	18.42
Total Cleared Transactions	-24,071.71
Cleared Balance	198,999.07
Register Balance as of 05/31/2018	198,999.07
New Transactions	
Checks and Payments - 1 item	-9,943.00
Total New Transactions	-9,943.00
Ending Balance	189,056.07

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06/07/18

Thurston Conservation District

Reconciliation Detail

3082003 · Saving-2410 Shellfish Fund, Period Ending 05/31/2018

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						223,070.78
Cleared Transactions						
Checks and Payments - 3 items						
Transfer	05/24/2018	TRAN...		X	-14,686.60	-14,686.60
Transfer	05/24/2018	TRAN...		X	-9,384.91	-24,071.51
Transfer	05/29/2018	TRAN...		X	-18.62	-24,090.13
Total Checks and Payments					-24,090.13	-24,090.13
Deposits and Credits - 1 item						
Deposit	05/31/2018			X	18.42	18.42
Total Deposits and Credits					18.42	18.42
Total Cleared Transactions					-24,071.71	-24,071.71
Cleared Balance					-24,071.71	198,999.07
Register Balance as of 05/31/2018					-24,071.71	198,999.07
New Transactions						
Checks and Payments - 1 item						
Transfer	06/01/2018	TRAN...			-9,943.00	-9,943.00
Total Checks and Payments					-9,943.00	-9,943.00
Total New Transactions					-9,943.00	-9,943.00
Ending Balance					-34,014.71	189,056.07



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05/31/2018

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 04/30/18 223,070.78
PLUS 1 DEPOSITS AND OTHER CREDITS 18.42
LESS 3 CHECKS AND OTHER DEBITS 24,090.13
LESS MAINTENANCE FEE 0
CURRENT STATEMENT BALANCE AS OF May 31, 2018 198,999.07
NUMBER OF DAYS IN THIS STATEMENT PERIOD: 31

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

Date	Description	Amount
05/24	Funds Transfer via Online	9,384.91
05/24	Funds Transfer via Online	14,686.60
05/29	April Interest	18.62

***** DEPOSITS *****

Date	Description	Amount
05/31	INTEREST PAYMENT	18.42

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

Date	Balance	Date	Balance	Date	Balance	Date	Balance
04/30	223,070.78	05/24	198,999.27	05/29	198,980.65	05/31	198,999.07

PAYER FEDERAL ID NUMBER..... 91-0260220
INTEREST PAID YEAR TO DATE..... 98.20

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06/07/18

Thurston Conservation District

Reconciliation Summary

3082002 - Saving-6568 - Timberland, Period Ending 05/31/2018

	<u>May 31, 18</u>
Beginning Balance	1,216.45
Cleared Transactions	
Deposits and Credits - 1 item	<u>0.01</u>
Total Cleared Transactions	<u>0.01</u>
Cleared Balance	<u>1,216.46</u>
Register Balance as of 05/31/2018	1,216.46
Ending Balance	1,216.46

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06/07/18

Thurston Conservation District

Reconciliation Detail

3082002 · Saving-6568 - Timberland, Period Ending 05/31/2018

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,216.45
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	05/31/2018			X	0.01	0.01
Total Deposits and Credits					0.01	0.01
Total Cleared Transactions					0.01	0.01
Cleared Balance					0.01	1,216.46
Register Balance as of 05/31/2018					0.01	1,216.46
Ending Balance					0.01	1,216.46



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

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05/31/2018

CYCLE-101

*****6568

REG SV MO STMT

****16568

BEGINNING RATE	0.01000	
PREVIOUS STATEMENT BALANCE AS OF 04/30/18		1,216.45
PLUS 1 DEPOSITS AND OTHER CREDITS		.01
LESS 0 CHECKS AND OTHER DEBITS		.00
LESS MAINTENANCE FEE		0
CURRENT STATEMENT BALANCE AS OF May 31, 2018		1,216.46
NUMBER OF DAYS IN THIS STATEMENT PERIOD: 31		

*** DEPOSITS ***

Date	Description	Amount
05/31	INTEREST PAYMENT	.01

*** BALANCE BY DATE ***

Date	Balance	Date	Balance	Date	Balance	Date	Balance
04/30	1,216.45	05/31	1,216.46				

PAYER FEDERAL ID NUMBER.....	91-0260220
INTEREST PAID YEAR TO DATE.....	3.37

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11:58 AM

06/07/18

Thurston Conservation District Reconciliation Summary

3081001 - 308.10.01 Cash TimberLand Bank, Period Ending 05/31/2018

	May 31, 18
Beginning Balance	74,455.03
Cleared Transactions	
Checks and Payments - 43 items	-76,365.70
Deposits and Credits - 43 items	50,037.20
Total Cleared Transactions	-26,328.50
Cleared Balance	48,126.53
Uncleared Transactions	
Checks and Payments - 23 items	-48,311.37
Deposits and Credits - 5 items	765.00
Total Uncleared Transactions	-47,546.37
Register Balance as of 05/31/2018	580.16
New Transactions	
Checks and Payments - 3 items	-13,968.58
Deposits and Credits - 13 items	16,393.68
Total New Transactions	2,425.10
Ending Balance	3,005.26

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06/07/18

Thurston Conservation District Reconciliation Detail

3081001 - 308.10.01 Cash TimberLand Bank, Period Ending 05/31/2018

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						74,455.03
Cleared Transactions						
Checks and Payments - 43 items						
Bill Pmt -Check	03/26/2018	19574	WACD	X	-9,221.25	-9,221.25
Bill Pmt -Check	03/26/2018	19570	Thurston Co Public ...	X	-3,512.61	-12,733.86
Bill Pmt -Check	03/26/2018	19568	Salish Sea Conferen...	X	-230.00	-12,963.86
Bill Pmt -Check	03/26/2018	19557	Maggie Netherlin	X	-100.00	-13,063.86
Bill Pmt -Check	04/12/2018	19587	Pacific Shellfish Insti...	X	-2,735.99	-15,799.85
Bill Pmt -Check	04/12/2018	19585	National Association...	X	-775.00	-16,574.85
Bill Pmt -Check	04/12/2018	19577	A & L Western Agric...	X	-426.60	-17,001.45
Bill Pmt -Check	04/12/2018	19592	Qwg Applied Geology	X	-103.64	-17,105.09
Bill Pmt -Check	04/12/2018	19579	Brian Thompson	X	-25.00	-17,130.09
Bill Pmt -Check	04/20/2018	19600	Steve Davis	X	-1,620.00	-18,750.09
Bill Pmt -Check	04/20/2018	19599	Riverbend Propertie...	X	-1,544.00	-20,294.09
Bill Pmt -Check	04/20/2018	19601	WADE	X	-1,425.00	-21,719.09
Bill Pmt -Check	04/20/2018	19598	OfficeTeam	X	-800.00	-22,519.09
Liability Check	05/01/2018	EFT	WA St Dept of L&I	X	-1,116.04	-23,635.13
Check	05/02/2018	EFT	WA St Dept of Reve...	X	-2,261.14	-25,896.27
Bill Pmt -Check	05/07/2018	EFT	Regence - Health C...	X	-5,162.99	-31,059.26
Bill Pmt -Check	05/07/2018	EFT	Postal IA	X	-10.00	-31,069.26
Liability Check	05/09/2018		QuickBooks Payroll ...	X	-12,853.80	-43,923.06
Liability Check	05/09/2018	EFT	EFT Payment	X	-3,719.68	-47,642.74
Bill Pmt -Check	05/10/2018	19612	OfficeTeam	X	-2,400.00	-50,042.74
Bill Pmt -Check	05/10/2018	19609	Kathleen M. Jacobson	X	-1,968.00	-52,010.74
Bill Pmt -Check	05/10/2018	19603	Accountemps	X	-1,881.00	-53,891.74
Bill Pmt -Check	05/10/2018	19611	Minuteman Press	X	-780.59	-54,672.33
Bill Pmt -Check	05/10/2018	19606	Comcast	X	-741.52	-55,413.85
Bill Pmt -Check	05/10/2018	19625	WA St University En...	X	-722.00	-56,135.85
Bill Pmt -Check	05/10/2018	19608	Griffin School District	X	-653.74	-56,789.59
Bill Pmt -Check	05/10/2018	19624	United Concordia In...	X	-595.83	-57,385.42
Bill Pmt -Check	05/10/2018	19623	Tumwater School Di...	X	-473.62	-57,859.04
Bill Pmt -Check	05/10/2018	19616	Puget Sound Energy	X	-314.75	-58,173.79
Liability Check	05/10/2018	19605	Colonial Supplement...	X	-307.68	-58,481.47
Bill Pmt -Check	05/10/2018	19613	Olympian, The	X	-278.98	-58,760.45
Bill Pmt -Check	05/10/2018	19618	Ricoh USA, Inc.	X	-248.62	-59,009.07
Bill Pmt -Check	05/10/2018	19619	Ricoh, USA Inc - Us...	X	-246.21	-59,255.28
Bill Pmt -Check	05/10/2018	19622	Rushton, Clifford D.	X	-200.78	-59,456.06
Bill Pmt -Check	05/10/2018	19610	Lafromboise Comm...	X	-145.20	-59,601.26
Check	05/10/2018	EFT	Dept of Retirement ...	X	-120.81	-59,722.07
Bill Pmt -Check	05/10/2018	19607	FP Mailing Solutions	X	-120.77	-59,842.84
Bill Pmt -Check	05/10/2018	19615	Pioneer Fuel	X	-105.36	-59,948.20
Bill Pmt -Check	05/10/2018	19617	Regence - Life Insur...	X	-28.62	-59,976.82
Liability Check	05/15/2018	EFT	Dept of Retirement ...	X	-6,952.65	-66,929.47
Check	05/23/2018			X	-30.00	-66,959.47
Liability Check	05/24/2018		QuickBooks Payroll ...	X	-9,391.23	-76,350.70
Liability Check	05/31/2018	EFT	Dept of Retirement ...	X	-15.00	-76,365.70
Total Checks and Payments					-76,365.70	-76,365.70
Deposits and Credits - 43 items						
Deposit	04/10/2018			X	1,543.20	1,543.20
Paycheck	04/25/2018	dd042...	Franks, Amy E	X	0.00	1,543.20
Paycheck	04/25/2018	dd042...	White, Nora E	X	0.00	1,543.20
Paycheck	04/25/2018	dd042...	Bishop, Stephanie E	X	0.00	1,543.20
Paycheck	04/25/2018	dd042...	Moorehead, Sarah	X	0.00	1,543.20
Paycheck	04/25/2018	dd042...	Hatch-Winecka, Am...	X	0.00	1,543.20
Paycheck	04/25/2018	dd042...	Franks, Amy E	X	0.00	1,543.20
Paycheck	04/25/2018	dd042...	Healy, Mara E	X	0.00	1,543.20
Paycheck	04/25/2018	dd042...	Berger, Kathleen T	X	0.00	1,543.20
Paycheck	04/25/2018	dd042...	Warren, Nicole A	X	0.00	1,543.20
Deposit	05/01/2018			X	230.00	1,773.20
Deposit	05/02/2018			X	75.00	1,848.20
Deposit	05/02/2018			X	145.00	1,993.20
Deposit	05/04/2018			X	170.00	2,163.20
Liability Adjust	05/07/2018		Benefit Resource, Inc	X	976.76	3,139.96
Deposit	05/07/2018			X	3,620.00	6,759.96
Paycheck	05/10/2018	dd042...	White, Nora E	X	0.00	6,759.96
Paycheck	05/10/2018	dd042...	Warren, Nicole A	X	0.00	6,759.96

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06/07/18

Thurston Conservation District Reconciliation Detail

3081001 · 308.10.01 Cash TimberLand Bank, Period Ending 05/31/2018

Type	Date	Num	Name	Clr	Amount	Balance
Paycheck	05/10/2018	dd042...	Moorehead, Sarah	X	0.00	6,759.96
Paycheck	05/10/2018	dd042...	Healy, Mara E	X	0.00	6,759.96
Paycheck	05/10/2018	dd042...	Hatch-Winecka, Am...	X	0.00	6,759.96
Paycheck	05/10/2018	dd042...	Berger, Kathleen T	X	0.00	6,759.96
Paycheck	05/10/2018	dd042...	Bishop, Stephanie E	X	0.00	6,759.96
Bill Pmt -Check	05/10/2018	19604	Amy Crowley	X	0.00	6,759.96
Deposit	05/10/2018			X	235.35	6,995.31
Deposit	05/10/2018			X	2,348.17	9,343.48
Deposit	05/11/2018			X	6,218.59	15,562.07
Check	05/15/2018	19626	Whitlock Limited Par...	X	0.00	15,562.07
Deposit	05/15/2018			X	2,805.00	18,367.07
Deposit	05/22/2018			X	3,800.00	22,167.07
Bill Pmt -Check	05/24/2018	19638	Thurston Co Public ...	X	0.00	22,167.07
Transfer	05/24/2018	TRAN...		X	9,384.91	31,551.98
Transfer	05/24/2018	TRAN...		X	14,686.60	46,238.58
Paycheck	05/25/2018	dd042...	Bishop, Stephanie E	X	0.00	46,238.58
Paycheck	05/25/2018	dd042...	Healy, Mara E	X	0.00	46,238.58
Paycheck	05/25/2018	dd042...	Hatch-Winecka, Am...	X	0.00	46,238.58
Paycheck	05/25/2018	dd042...	Warren, Nicole A	X	0.00	46,238.58
Paycheck	05/25/2018	dd042...	White, Nora E	X	0.00	46,238.58
Paycheck	05/25/2018	dd042...	Berger, Kathleen T	X	0.00	46,238.58
Paycheck	05/25/2018	dd042...	Moorehead, Sarah	X	0.00	46,238.58
Deposit	05/25/2018			X	155.00	46,393.58
Transfer	05/29/2018	TRAN...		X	18.62	46,412.20
Deposit	05/31/2018			X	3,625.00	50,037.20
Total Deposits and Credits					50,037.20	50,037.20
Total Cleared Transactions					-26,328.50	-26,328.50
Cleared Balance					-26,328.50	48,126.53
Uncleared Transactions						
Checks and Payments - 23 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	12/29/2017	19505	Wendy Stevens		-451.65	-655.02
Bill Pmt -Check	03/13/2018	19549	Skookumchuck Gra...		-200.00	-855.02
Bill Pmt -Check	05/10/2018	19621	RTI Fabrication Inc.		-9,453.00	-10,308.02
Bill Pmt -Check	05/10/2018	19620	Riverbend Propertie...		-6,178.00	-16,486.02
Bill Pmt -Check	05/10/2018	19602	A & L Western Agric...		-595.20	-17,081.22
Bill Pmt -Check	05/10/2018	19614	Pacific Disposal		-49.64	-17,130.86
Check	05/15/2018	19627	Whitlock Limited Par...		-3,950.00	-21,080.86
Bill Pmt -Check	05/24/2018	19639	Thurston County Pu...		-14,686.60	-35,767.46
Bill Pmt -Check	05/24/2018	19642	Whitlock Limited Par...		-3,950.00	-39,717.46
Bill Pmt -Check	05/24/2018	19631	Accountemps		-2,004.50	-41,721.96
Bill Pmt -Check	05/24/2018	19628	OfficeTeam		-1,600.00	-43,321.96
Bill Pmt -Check	05/24/2018	19641	washington State Co...		-1,415.15	-44,737.11
Bill Pmt -Check	05/24/2018	19630	Waterfall Engineering		-1,375.00	-46,112.11
Bill Pmt -Check	05/24/2018	19634	North Thurston Publ...		-1,162.36	-47,274.47
Bill Pmt -Check	05/24/2018	19640	VSP - Vision Care		-347.20	-47,621.67
Bill Pmt -Check	05/24/2018	19637	Salish Sea Conferen...		-230.00	-47,851.67
Bill Pmt -Check	05/24/2018	19635	Okanogan Conserva...		-200.00	-48,051.67
Bill Pmt -Check	05/24/2018	19636	Olympia School Dist...		-170.00	-48,221.67
Bill Pmt -Check	05/24/2018	19632	Bishop, Stephanie		-33.00	-48,254.67
Bill Pmt -Check	05/24/2018	19629	Kathleen Berger		-30.50	-48,285.17
Liability Check	05/24/2018	19633	Colonial Supplement...		-.26.20	-48,311.37
Total Checks and Payments					-48,311.37	-48,311.37

11:58 AM

06/07/18

Thurston Conservation District Reconciliation Detail

3081001 · 308.10.01 Cash TimberLand Bank, Period Ending 05/31/2018

Type	Date	Num	Name	Clr	Amount	Balance
Deposits and Credits - 5 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
Total Deposits and Credits					765.00	765.00
Total Uncleared Transactions					-47,546.37	-47,546.37
Register Balance as of 05/31/2018					-73,874.87	580.16
New Transactions						
Checks and Payments - 3 items						
Liability Check	06/01/2018	EFT	EFT Payment		-3,995.32	-3,995.32
Liability Check	06/07/2018		QuickBooks Payroll ...		-8,945.18	-12,940.50
Liability Check	06/07/2018		QuickBooks Payroll ...		-1,028.08	-13,968.58
Total Checks and Payments					-13,968.58	-13,968.58
Deposits and Credits - 13 items						
Deposit	06/01/2018				215.94	215.94
Deposit	06/01/2018				3,362.57	3,578.51
Transfer	06/01/2018	TRAN...			9,943.00	13,521.51
Deposit	06/04/2018				1,231.58	14,753.09
Deposit	06/06/2018				1,640.59	16,393.68
Paycheck	06/08/2018	dd042...	Warren, Nicole A		0.00	16,393.68
Paycheck	06/08/2018	dd042...	Bishop, Stephanie E		0.00	16,393.68
Paycheck	06/08/2018	dd042...	Hatch-Winecka, Am...		0.00	16,393.68
Paycheck	06/08/2018	dd042...	Healy, Mara E		0.00	16,393.68
Paycheck	06/08/2018	dd042...	Moorehead, Sarah		0.00	16,393.68
Paycheck	06/08/2018	dd042...	White, Nora E		0.00	16,393.68
Paycheck	06/08/2018	dd042...	Berger, Kathleen T		0.00	16,393.68
Paycheck	06/08/2018	dd042...	Healy, Mara E		0.00	16,393.68
Total Deposits and Credits					16,393.68	16,393.68
Total New Transactions					2,425.10	2,425.10
Ending Balance					-71,449.77	3,005.26



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

CYCLE-030

*****6554

FREE BUSINESS CK

****06554

PREVIOUS STATEMENT BALANCE AS OF 04/30/18	75,998.23
PLUS 16 DEPOSITS AND OTHER CREDITS	48,494.00
LESS 43 CHECKS AND OTHER DEBITS	76,365.70
LESS MAINTENANCE FEE	0
CURRENT STATEMENT BALANCE AS OF May 31, 2018	48,126.53
NUMBER OF DAYS IN THIS STATEMENT PERIOD: 31	

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

Date	Serial	Amount	Date	Serial	Amount	Date	Serial	Amount
05/01	19557 *	100.00	05/23	19600	1,620.00	05/29	19613	278.98
05/15	19568 *	230.00	05/11	19601	1,425.00	05/29	19615 *	105.36
05/01	19570 *	3,512.61	05/29	19603 *	1,881.00	05/29	19616	314.75
05/01	19574 *	9,221.25	05/31	19605 *	307.68	05/30	19617	28.62
05/03	19577 *	426.60	05/31	19606	741.52	05/29	19618	248.62
05/07	19579 *	25.00	05/31	19607	120.77	05/29	19619	246.21
05/21	19585 *	775.00	05/30	19608	653.74	05/31	19622 *	200.78
05/16	19587 *	2,735.99	05/30	19609	1,968.00	05/30	19623	473.62
05/03	19592 *	103.64	05/29	19610	145.20	05/30	19624	595.83
05/02	19598 *	800.00	05/31	19611	780.59	05/29	19625	722.00
05/09	19599	1,544.00	05/29	19612	2,400.00			

(*) Asterisk denotes skip in check sequence

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

Date	Description	Amount
05/01	AC LABOR&INDUSTRIES L&I ELF	1,116.04
05/02	AC WA DEPT REVENUE TAX PYMT	2,261.14
05/07	AC POSTALIA TDCPOSTAGE	10.00
05/07	AC BLUESHIELD OF WA INS. PREM.	5,162.99
05/09	AC IRS USATAXPYMT	3,719.68
05/09	AC INTUIT PAYROLL S QUICKBOOKS	12,853.80
05/14	AC WA DEPT RET SYS DRS EPAY	120.81
05/15	AC WA DEPT RET SYS DRS EPAY	6,952.65
05/23	STOP PAYMENT FEE	30.00
05/24	AC INTUIT PAYROLL S QUICKBOOKS	9,391.23

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.





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

*****6554

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

Date	Description	Amount
05/31	AC WA DEPT RET SYS DRS EPAY	15.00

*** DEPOSITS ***

Date	Description	Amount
05/01	CK Deposit	230.00
05/02	CK Deposit	75.00
05/02	CK Deposit	145.00
05/04	CK Deposit	170.00
05/07	AC BENEFIT RESOURCE PAYMENT	976.76
05/07	CK Deposit	3,620.00
05/10	AC TCTREASURER 1104 CITYREMIT	2,348.17
05/10	CK Deposit	235.35
05/11	CK Deposit	6,218.59
05/15	CK Deposit	2,805.00
05/22	CK Deposit	3,800.00
05/24	Funds Transfer via Online	9,384.91
05/24	Funds Transfer via Online	14,686.60
05/25	CK Deposit	155.00
05/29	April Interest	18.62
05/31	CK Deposit	3,625.00

*** BALANCE BY DATE ***

Date	Balance	Date	Balance	Date	Balance	Date	Balance
04/30	75,998.23	05/01	62,278.33	05/02	59,437.19	05/03	58,906.95
05/04	59,076.95	05/07	58,475.72	05/09	40,358.24	05/10	42,941.76
05/11	47,735.35	05/14	47,614.54	05/15	43,236.89	05/16	40,500.90
05/21	39,725.90	05/22	43,525.90	05/23	41,875.90	05/24	56,556.18
05/25	56,711.18	05/29	50,387.68	05/30	46,667.87	05/31	48,126.53

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 FERGUSON ST. SW, SUITE A TUMWATER, WA 98512-4187 360-754-3588		19557 10-00000000 4/22/2018
PAY TO THE ORDER OF Maggie Liebman One Hundred and 00/100		\$ 100.00 DOLLARS
MEMO mags at guest sale		THURSTON CONSERVATION DISTRICT Richard M. Manthey AUTHORIZED SIGNATURE

05/01/2018 19557 \$100.00

THURSTON CONSERVATION DISTRICT 2918 FERGUSON ST. SW, SUITE A TUMWATER, WA 98512-4187 360-754-3588		19568 10-00000000 5/26/2018
PAY TO THE ORDER OF Sarah Sea Conference at WWU Extended Ed Two Hundred Thirty and 00/100		\$ 230.00 DOLLARS
MEMO Sarah Sea Conference registration		THURSTON CONSERVATION DISTRICT Richard M. Manthey AUTHORIZED SIGNATURE

05/15/2018 19568 \$230.00

THURSTON CONSERVATION DISTRICT 2918 FERGUSON ST. SW, SUITE A TUMWATER, WA 98512-4187 360-754-3588		19570 10-00000000 3/26/2018
PAY TO THE ORDER OF Thurston Co Public Health Three Thousand Five Hundred Twenty and 61/100		\$ 3,512.61 DOLLARS
MEMO 2017 Clear Choices Invoice		THURSTON CONSERVATION DISTRICT Richard M. Manthey AUTHORIZED SIGNATURE

05/01/2018 19570 \$3,512.61

THURSTON CONSERVATION DISTRICT 2918 FERGUSON ST. SW, SUITE A TUMWATER, WA 98512-4187 360-754-3588		19574 10-00000000 3/20/2018
PAY TO THE ORDER OF WACO Nine Thousand Two Hundred Twenty One and 25/100		\$ 9,221.25 DOLLARS
MEMO WACO 15084 Bradley Road Box, WA 98432		THURSTON CONSERVATION DISTRICT Richard M. Manthey AUTHORIZED SIGNATURE

05/01/2018 19574 \$9,221.25

THURSTON CONSERVATION DISTRICT 2918 FERGUSON ST. SW, SUITE A TUMWATER, WA 98512-4187 360-754-3588		19577 10-00000000 4/12/2018
PAY TO THE ORDER OF A & L Western Agricultural Laboratories One Thousand Twenty Six and 00/100		\$ 426.60 DOLLARS
MEMO A & L Western Agricultural Laboratories 1211 Woodland Avenue, Suite II Vancouver, WA 98681		THURSTON CONSERVATION DISTRICT Richard M. Manthey AUTHORIZED SIGNATURE

05/03/2018 19577 \$426.60

THURSTON CONSERVATION DISTRICT 2918 FERGUSON ST. SW, SUITE A TUMWATER, WA 98512-4187 360-754-3588		19579 10-00000000 4/12/2018
PAY TO THE ORDER OF Brian Thompson Twenty Five and 00/100		\$ 25.00 DOLLARS
MEMO Brian Thompson 121 Blacksmith Rd Portland, WA 98678		THURSTON CONSERVATION DISTRICT Richard M. Manthey AUTHORIZED SIGNATURE

05/07/2018 19579 \$25.00

THURSTON CONSERVATION DISTRICT 2918 FERGUSON ST. SW, SUITE A TUMWATER, WA 98512-4187 360-754-3588		19585 10-00000000 4/12/2018
PAY TO THE ORDER OF National Association of Conservation Dists Seven Hundred Seventy Five and 00/100		\$ 775.00 DOLLARS
MEMO annual membership		THURSTON CONSERVATION DISTRICT Richard M. Manthey AUTHORIZED SIGNATURE

05/21/2018 19585 \$775.00

THURSTON CONSERVATION DISTRICT 2918 FERGUSON ST. SW, SUITE A TUMWATER, WA 98512-4187 360-754-3588		19587 10-00000000 4/12/2018
PAY TO THE ORDER OF Pacific Shellfish Institute Two Thousand Seven Hundred Thirty Five and 55/100		\$ 2,735.99 DOLLARS
MEMO Pacific Shellfish Institute 120 8th Ave NE #142 Olympia, WA 98501		THURSTON CONSERVATION DISTRICT Richard M. Manthey AUTHORIZED SIGNATURE

05/16/2018 19587 \$2,735.99

THURSTON CONSERVATION DISTRICT 2918 FERGUSON ST. SW, SUITE A TUMWATER, WA 98512-4187 360-754-3588		19592 10-00000000 4/12/2018
PAY TO THE ORDER OF Oreg Applied Geology One Hundred Three and 61/100		\$ 103.64 DOLLARS
MEMO Oreg Applied Geology Wendy Gerstel 1802 Pine Ave NE Olympia, WA 98505		THURSTON CONSERVATION DISTRICT Richard M. Manthey AUTHORIZED SIGNATURE

05/03/2018 19592 \$103.64

THURSTON CONSERVATION DISTRICT 2918 FERGUSON ST. SW, SUITE A TUMWATER, WA 98512-4187 360-754-3588		19598 10-00000000 4/20/2018
PAY TO THE ORDER OF Oikotam Eight Hundred and 00/100		\$ 800.00 DOLLARS
MEMO Oikotam PO Box 743225 Los Angeles, CA 90074-3225		THURSTON CONSERVATION DISTRICT Richard M. Manthey AUTHORIZED SIGNATURE

05/02/2018 19598 \$800.00

THURSTON CONSERVATION DISTRICT 2918 FERGUSON ST. SW, SUITE A TUMWATER, WA 98512-4187 360-754-3588		19599 10-00000000 4/20/2018
PAY TO THE ORDER OF Riverbend Properties, LLC One Thousand Five Hundred Forty Four and 00/100		\$ 1,544.00 DOLLARS
MEMO Riverbend Properties, LLC 2810 18th Ave SE Tuvino, WA 98397		THURSTON CONSERVATION DISTRICT Richard M. Manthey AUTHORIZED SIGNATURE

05/09/2018 19599 \$1,544.00

THURSTON CONSERVATION DISTRICT 2918 FERGUSON ST. SW, SUITE A TUMWATER, WA 98512-4187 360-754-3588		19600 10-00000000 5/23/2018
PAY TO THE ORDER OF Steve Davis One Thousand One Hundred Twenty and 00/100		\$ 1,620.00 DOLLARS
MEMO Steve Davis 123 Fy Street NE Olympia, WA 98505		THURSTON CONSERVATION DISTRICT Richard M. Manthey AUTHORIZED SIGNATURE

05/23/2018 19600 \$1,620.00

THURSTON CONSERVATION DISTRICT
2918 FERGUSON ST SW, SUITE A
TUMWATER, WA 98512-4187
360-754-3588

THURSTON CONSERVATION DISTRICT
2918 FERGUSON ST SW, SUITE A
TUMWATER, WA 98512-4187
360-754-3588

19601
5/10/2018

PAY TO THE ORDER OF WADE \$1,425.00

One Thousand Four Hundred Twenty Five and 00/100 DOLLARS

WADE
c/o Whalson CD
5975 Harvagan Road
Lynah, WA 98564-9620

MEMO 2018 WADE Registrations

Richard M. Jacobson
Authorized Signature

Richard M. Jacobson
218 Percival St NW
Olympia, WA 98502

019601 1325170754 490006554

05/11/2018 19601 \$1,425.00

THURSTON CONSERVATION DISTRICT
2918 FERGUSON ST SW, SUITE A
TUMWATER, WA 98512-4187
360-754-3588

THURSTON CONSERVATION DISTRICT
2918 FERGUSON ST SW, SUITE A
TUMWATER, WA 98512-4187
360-754-3588

19603
5/10/2018

PAY TO THE ORDER OF Accounts/Imps \$1,881.00

One Thousand Eight Hundred Eighty One and 00/100 DOLLARS

Accounts/Imps
PO Box 743255
Los Angeles, CA 90074-3255

MEMO

Richard M. Jacobson
Authorized Signature

Richard M. Jacobson
218 Percival St NW
Olympia, WA 98502

019603 1325170754 490006554

05/29/2018 19603 \$1,881.00

THURSTON CONSERVATION DISTRICT
2918 FERGUSON ST SW, SUITE A
TUMWATER, WA 98512-4187
360-754-3588

THURSTON CONSERVATION DISTRICT
2918 FERGUSON ST SW, SUITE A
TUMWATER, WA 98512-4187
360-754-3588

19605
5/10/2018

PAY TO THE ORDER OF Colonial Supplemental Insurance \$307.68

Three Hundred Seven and 68/100 DOLLARS

Colonial Life
Processing Center
PO Box 1365
Columbia, SC 29202-1365

MEMO

Richard M. Jacobson
Authorized Signature

Richard M. Jacobson
218 Percival St NW
Olympia, WA 98502

019605 1325170754 490006554

05/31/2018 19605 \$307.68

THURSTON CONSERVATION DISTRICT
2918 FERGUSON ST SW, SUITE A
TUMWATER, WA 98512-4187
360-754-3588

THURSTON CONSERVATION DISTRICT
2918 FERGUSON ST SW, SUITE A
TUMWATER, WA 98512-4187
360-754-3588

19606
5/10/2018

PAY TO THE ORDER OF Concast \$741.52

Seven Hundred Forty One and 52/100 DOLLARS

Concast
PO Box 34744
Seattle, WA 98124-1744

MEMO

Richard M. Jacobson
Authorized Signature

Richard M. Jacobson
218 Percival St NW
Olympia, WA 98502

019606 1325170754 490006554

05/31/2018 19606 \$741.52

THURSTON CONSERVATION DISTRICT
2918 FERGUSON ST SW, SUITE A
TUMWATER, WA 98512-4187
360-754-3588

THURSTON CONSERVATION DISTRICT
2918 FERGUSON ST SW, SUITE A
TUMWATER, WA 98512-4187
360-754-3588

19607
5/10/2018

PAY TO THE ORDER OF FP Mailing Solutions \$120.77

One Hundred Twenty and 77/100 DOLLARS

FP Mailing Solutions
15019 2nd St
Suite 200
Addison, IL 60101-5628

MEMO

Richard M. Jacobson
Authorized Signature

Richard M. Jacobson
218 Percival St NW
Olympia, WA 98502

019607 1325170754 490006554

05/31/2018 19607 \$120.77

THURSTON CONSERVATION DISTRICT
2918 FERGUSON ST SW, SUITE A
TUMWATER, WA 98512-4187
360-754-3588

THURSTON CONSERVATION DISTRICT
2918 FERGUSON ST SW, SUITE A
TUMWATER, WA 98512-4187
360-754-3588

19608
5/10/2018

PAY TO THE ORDER OF Giff's School District \$653.74

Six Hundred Fifty Three and 74/100 DOLLARS

Giff's School District
6530 33rd Avenue NW
Olympia, WA 98502

MEMO

Richard M. Jacobson
Authorized Signature

Richard M. Jacobson
218 Percival St NW
Olympia, WA 98502

019608 1325170754 490006554

05/30/2018 19608 \$653.74

THURSTON CONSERVATION DISTRICT
2918 FERGUSON ST SW, SUITE A
TUMWATER, WA 98512-4187
360-754-3588

THURSTON CONSERVATION DISTRICT
2918 FERGUSON ST SW, SUITE A
TUMWATER, WA 98512-4187
360-754-3588

19609
5/10/2018

PAY TO THE ORDER OF Kathleen M. Jacobson \$1,968.00

One Thousand Nine Hundred Eighty Eight and 00/100 DOLLARS

Kathleen M. Jacobson
Nancy's Publications
218 Percival St NW
Olympia, WA 98502

MEMO

Richard M. Jacobson
Authorized Signature

Richard M. Jacobson
218 Percival St NW
Olympia, WA 98502

019609 1325170754 490006554

05/30/2018 19609 \$1,968.00

THURSTON CONSERVATION DISTRICT
2918 FERGUSON ST SW, SUITE A
TUMWATER, WA 98512-4187
360-754-3588

THURSTON CONSERVATION DISTRICT
2918 FERGUSON ST SW, SUITE A
TUMWATER, WA 98512-4187
360-754-3588

19610
5/10/2018

PAY TO THE ORDER OF Laborradio Communications \$145.20

One Hundred Forty Five and 20/100 DOLLARS

Laborradio Communications
321 N. Pearl St
Corvallis, WA 98301

MEMO Account Number: 7100318

Richard M. Jacobson
Authorized Signature

Richard M. Jacobson
218 Percival St NW
Olympia, WA 98502

019610 1325170754 490006554

05/29/2018 19610 \$145.20

THURSTON CONSERVATION DISTRICT
2918 FERGUSON ST SW, SUITE A
TUMWATER, WA 98512-4187
360-754-3588

THURSTON CONSERVATION DISTRICT
2918 FERGUSON ST SW, SUITE A
TUMWATER, WA 98512-4187
360-754-3588

19611
5/10/2018

PAY TO THE ORDER OF Kigutan Press \$780.59

Seven Hundred Eighty and 59/100 DOLLARS

Kigutan Press
1025 Black Lake Blvd.
Olympia, WA 98502

MEMO

Richard M. Jacobson
Authorized Signature

Richard M. Jacobson
218 Percival St NW
Olympia, WA 98502

019611 1325170754 490006554

05/31/2018 19611 \$780.59

THURSTON CONSERVATION DISTRICT
2918 FERGUSON ST SW, SUITE A
TUMWATER, WA 98512-4187
360-754-3588

THURSTON CONSERVATION DISTRICT
2918 FERGUSON ST SW, SUITE A
TUMWATER, WA 98512-4187
360-754-3588

19612
5/10/2018

PAY TO THE ORDER OF OfficeTeam \$2,400.00

Two Thousand Four Hundred and 00/100 DOLLARS

OfficeTeam
PO Box 743255
Los Angeles, CA 90074-3255

MEMO

Richard M. Jacobson
Authorized Signature

Richard M. Jacobson
218 Percival St NW
Olympia, WA 98502

019612 1325170754 490006554

05/29/2018 19612 \$2,400.00

THURSTON CONSERVATION DISTRICT
2918 FERGUSON ST SW, SUITE A
TUMWATER, WA 98512-4187
360-754-3588

THURSTON CONSERVATION DISTRICT
2918 FERGUSON ST SW, SUITE A
TUMWATER, WA 98512-4187
360-754-3588

19613
5/10/2018

PAY TO THE ORDER OF The Olympian \$278.98

Two Hundred Seventy Eight and 98/100 DOLLARS

PHW Publishing Company
PO Box 64313
Seattle, WA 98124-5613

MEMO Order Number: 0005920037

Richard M. Jacobson
Authorized Signature

Richard M. Jacobson
218 Percival St NW
Olympia, WA 98502

019613 1325170754 490006554

05/29/2018 19613 \$278.98

THURSTON CONSERVATION DISTRICT
2918 FERGUSON ST SW, SUITE A
TUMWATER, WA 98512-4187
360-754-3588

THURSTON CONSERVATION DISTRICT
2918 FERGUSON ST SW, SUITE A
TUMWATER, WA 98512-4187
360-754-3588

19615
5/10/2018

PAY TO THE ORDER OF Pioneer Fuel \$105.36

One Hundred Five and 36/100 DOLLARS

Pioneer Fuel
PO Box 27
Olympia, WA 98507

MEMO

Richard M. Jacobson
Authorized Signature

Richard M. Jacobson
218 Percival St NW
Olympia, WA 98502

019615 1325170754 490006554

05/29/2018 19615 \$105.36

THURSTON CONSERVATION DISTRICT 2018 FERGUSON ST SW, SUITE A TUMWATER, WA 98512-4187 360-734-3384		19616 5/10/2018 11-70793141
PAY TO THE ORDER OF: Puget Sound Energy Payment Processing Center, BOT 01H PO Box 81289 Bellevue, WA 98009-9289		\$ 314.75 DOLLARS Three Hundred Fourteen and 75/100
MEMO: THURSTON CONSERVATION DISTRICT <i>Richard Markham</i> AUTHORIZED SIGNATURE		SECURITY FEATURES INCLUDE MICR LINE ON BACK

⑈019616⑈ ⑆325170754⑆ 490006554⑈

05/29/2018 19616 \$314.75

THURSTON CONSERVATION DISTRICT 2018 FERGUSON ST SW, SUITE A TUMWATER, WA 98512-4187 360-734-3384		19617 5/10/2018 11-70793141
PAY TO THE ORDER OF: Regence Life & Health Liberty Assurance Company, P.O. Box 6640 Portland, OR 97228-6640		\$ 28.62 DOLLARS Twenty Eight and 62/100
MEMO: THURSTON CONSERVATION DISTRICT <i>Richard Markham</i> AUTHORIZED SIGNATURE		SECURITY FEATURES INCLUDE MICR LINE ON BACK

⑈019617⑈ ⑆325170754⑆ 490006554⑈ ⑆0000002862⑆

05/30/2018 19617 \$28.62

THURSTON CONSERVATION DISTRICT 2018 FERGUSON ST SW, SUITE A TUMWATER, WA 98512-4187 360-734-3384		19618 5/10/2018 11-70793141
PAY TO THE ORDER OF: Rioch USA, Inc. Rioch USA, Inc. PO Box 650013 Dallas, TX 75265		\$ 248.62 DOLLARS Two Hundred Forty Eight and 62/100
MEMO: THURSTON CONSERVATION DISTRICT <i>Richard Markham</i> AUTHORIZED SIGNATURE		SECURITY FEATURES INCLUDE MICR LINE ON BACK

⑈019618⑈ ⑆325170754⑆ 490006554⑈

05/29/2018 19618 \$248.62

THURSTON CONSERVATION DISTRICT 2018 FERGUSON ST SW, SUITE A TUMWATER, WA 98512-4187 360-734-3384		19619 5/10/2018 11-70793141
PAY TO THE ORDER OF: Rioch USA, Inc. Rioch USA, Inc. PO Box 650013 Pasadena, CA 91109-0013		\$ 246.21 DOLLARS Two Hundred Forty Six and 21/100
MEMO: THURSTON CONSERVATION DISTRICT <i>Richard Markham</i> AUTHORIZED SIGNATURE		SECURITY FEATURES INCLUDE MICR LINE ON BACK

⑈019619⑈ ⑆325170754⑆ 490006554⑈

05/29/2018 19619 \$246.21

THURSTON CONSERVATION DISTRICT 2018 FERGUSON ST SW, SUITE A TUMWATER, WA 98512-4187 360-734-3384		19622 5/10/2018 11-70793141
PAY TO THE ORDER OF: Doug Rathjen Rathjen, Doug 2128 - 26th Ave NE Olympia, WA 98506		\$ 200.78 DOLLARS Two Hundred and 78/100
MEMO: THURSTON CONSERVATION DISTRICT Travel Expense Voucher - Elenberg <i>Richard Markham</i> AUTHORIZED SIGNATURE		SECURITY FEATURES INCLUDE MICR LINE ON BACK

⑈019622⑈ ⑆325170754⑆ 490006554⑈

05/31/2018 19622 \$200.78

THURSTON CONSERVATION DISTRICT 2018 FERGUSON ST SW, SUITE A TUMWATER, WA 98512-4187 360-734-3384		19623 5/10/2018 11-70793141
PAY TO THE ORDER OF: Tumwater School District Tumwater School District 821 Chewood Avenue SW Tumwater, WA 98512-8400		\$ 473.62 DOLLARS Four Hundred Seventy Three and 62/100
MEMO: THURSTON CONSERVATION DISTRICT <i>Richard Markham</i> AUTHORIZED SIGNATURE		SECURITY FEATURES INCLUDE MICR LINE ON BACK

⑈019623⑈ ⑆325170754⑆ 490006554⑈

05/30/2018 19623 \$473.62

THURSTON CONSERVATION DISTRICT 2018 FERGUSON ST SW, SUITE A TUMWATER, WA 98512-4187 360-734-3384		19624 5/10/2018 11-70793141
PAY TO THE ORDER OF: United Concordia Insurance Co United Concordia Insurance Co PO Box 82377 Philadelphia, PA 19182-7377		\$ 595.83 DOLLARS Five Hundred Ninety Five and 83/100
MEMO: THURSTON CONSERVATION DISTRICT <i>Richard Markham</i> AUTHORIZED SIGNATURE		SECURITY FEATURES INCLUDE MICR LINE ON BACK

⑈019624⑈ ⑆325170754⑆ 490006554⑈

05/30/2018 19624 \$595.83

THURSTON CONSERVATION DISTRICT 2018 FERGUSON ST SW, SUITE A TUMWATER, WA 98512-4187 360-734-3384		19625 5/10/2018 11-70793141
PAY TO THE ORDER OF: WA State University Energy Program WA State University Energy Program PO Box 43165 605 Park St SE Olympia, WA 98504-3165		\$ 722.00 DOLLARS Seven Hundred Twenty Two and 00/100
MEMO: THURSTON CONSERVATION DISTRICT Account 1018 <i>Richard Markham</i> AUTHORIZED SIGNATURE		SECURITY FEATURES INCLUDE MICR LINE ON BACK

⑈019625⑈ ⑆325170754⑆ 490006554⑈

05/29/2018 19625 \$722.00

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06/07/18

Thurston Conservation District
Reconciliation Summary
Wells Fargo, Period Ending 05/15/2018

	May 15, 18
Beginning Balance	6,429.67
Cleared Transactions	
Charges and Cash Advances - 34 items	-2,771.27
Payments and Credits - 4 items	3,249.83
Total Cleared Transactions	478.56
Cleared Balance	5,951.11
Uncleared Transactions	
Charges and Cash Advances - 54 items	-6,668.18
Total Uncleared Transactions	-6,668.18
Register Balance as of 05/15/2018	12,619.29
New Transactions	
Charges and Cash Advances - 8 items	-1,325.17
Total New Transactions	-1,325.17
Ending Balance	13,944.46

12:17 PM

06/07/18

Thurston Conservation District
Reconciliation Detail
Wells Fargo, Period Ending 05/15/2018

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						6,429.67
Cleared Transactions						
Charges and Cash Advances - 34 items						
Credit Card Charge	04/12/2018	8269	UPS	X	-9.81	-9.81
Credit Card Charge	04/17/2018	8346	Black Lake Organic	X	-80.93	-90.74
Credit Card Charge	04/17/2018		Washington State D...	X	-13.00	-103.74
Credit Card Charge	04/18/2018		Sandstone Cafe	X	-13.60	-117.34
Credit Card Charge	04/19/2018	8272	UPS	X	-9.81	-127.15
Credit Card Charge	04/19/2018	8273	UPS	X	-9.76	-136.91
Credit Card Charge	04/20/2018		US Postal Service	X	-26.80	-163.71
Credit Card Charge	04/22/2018		MRSC	X	-135.00	-298.71
Credit Card Charge	04/23/2018	8344	Haggen	X	-20.93	-319.64
Credit Card Charge	04/23/2018	8343	Target	X	-14.12	-333.76
Credit Card Charge	04/24/2018	8195	Starbucks	X	-36.88	-370.64
Credit Card Charge	04/24/2018	8342	Safeway	X	-10.00	-380.64
Credit Card Charge	04/24/2018		Harbor Freight	X	-9.79	-390.43
Credit Card Charge	04/26/2018	8345	Meconi's	X	-308.14	-698.57
Credit Card Charge	04/26/2018		Cabelas	X	-140.26	-838.83
Credit Card Charge	04/26/2018	8218	Wal Mart	X	-13.02	-851.85
Credit Card Charge	04/26/2018	8277	UPS	X	-10.91	-862.76
Credit Card Charge	04/26/2018	8219	Grocery Outlet	X	-8.97	-871.73
Credit Card Charge	05/01/2018		Staples	X	-37.86	-909.59
Credit Card Charge	05/03/2018	12812...	United Concordia In...	X	-595.83	-1,505.42
Credit Card Charge	05/03/2018	12941...	United Concordia In...	X	-551.86	-2,057.28
Credit Card Charge	05/03/2018	8242	UPS	X	-10.46	-2,067.74
Credit Card Charge	05/07/2018	8357	T Sheets	X	-60.00	-2,127.74
Credit Card Charge	05/07/2018		Capitol Campus Par...	X	-16.00	-2,143.74
Credit Card Charge	05/08/2018		Trader Joes	X	-39.94	-2,183.68
Credit Card Charge	05/10/2018		GoToMeeting	X	-378.97	-2,562.65
Credit Card Charge	05/10/2018	8270	San Francisco Stre...	X	-51.75	-2,614.40
Credit Card Charge	05/10/2018		7-11 Tumwater	X	-39.61	-2,654.01
Credit Card Charge	05/10/2018	8292	UPS	X	-12.81	-2,666.82
Credit Card Charge	05/10/2018	8069	Washington State F...	X	-8.35	-2,675.17
Credit Card Charge	05/10/2018		Kingston Parking	X	-6.00	-2,681.17
Credit Card Charge	05/11/2018		Amazon	X	-34.99	-2,716.16
Credit Card Charge	05/11/2018	8356	Grocery Outlet	X	-16.48	-2,732.64
Credit Card Charge	05/15/2018			X	-38.63	-2,771.27
Total Charges and Cash Advances					-2,771.27	-2,771.27
Payments and Credits - 4 items						
Credit Card Credit	12/20/2017	EFT	Wells Fargo	X	2,249.83	2,249.83
Credit Card Charge	12/31/2017		Natural Rain	X	0.00	2,249.83
Credit Card Charge	12/31/2017		Natural Rain	X	0.00	2,249.83
Check	04/20/2018	EFT	Wells Fargo	X	1,000.00	3,249.83
Total Cleared Transactions					478.56	478.56
Cleared Balance					-478.56	5,951.11
Uncleared Transactions						
Charges and Cash Advances - 54 items						
Credit Card Charge	06/30/2017		Best Buy		-65.25	-65.25
Credit Card Charge	08/22/2017	7846	Fed Ex		-18.32	-83.57
Credit Card Charge	09/06/2017	7868	San Francisco Stre...		-33.92	-117.49
Credit Card Charge	09/06/2017	7754	Trader Joes		-33.58	-151.07
Credit Card Charge	09/06/2017	7868	Wagners European ...		-32.67	-183.74
Credit Card Charge	09/06/2017	7852	Spooner Berry Farm		-23.00	-206.74
Credit Card Charge	10/24/2017	8017	Dispute Resolution ...		-30.00	-236.74
Credit Card Charge	10/27/2017	8005	Minuteman Press		-890.43	-1,127.17
Credit Card Charge	10/27/2017	8008	SPSCC		-154.75	-1,281.92
Credit Card Charge	10/27/2017	8024	San Francisco Stre...		-152.70	-1,434.62
Credit Card Charge	10/27/2017	8023	Albertsons		-68.45	-1,503.07
Credit Card Charge	10/27/2017	8007	Brown Paper Tickets		-53.74	-1,556.81
Credit Card Charge	10/27/2017	8011	Starbucks		-34.71	-1,591.52
Credit Card Charge	10/27/2017	7959	Facebook		-30.00	-1,621.52
Credit Card Charge	10/27/2017	8003	Dispute Resolution ...		-30.00	-1,651.52
Credit Card Charge	10/27/2017	8026	Fred Meyer		-26.89	-1,678.41
Credit Card Charge	10/27/2017	8028	Haggen		-18.01	-1,696.42

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06/07/18

Thurston Conservation District
Reconciliation Detail
Wells Fargo, Period Ending 05/15/2018

Type	Date	Num	Name	Clr	Amount	Balance
Credit Card Charge	10/27/2017	8029	Olympia Food Co-Op		-14.90	-1,711.32
Credit Card Charge	10/31/2017	7979	Caspio Inc		-59.00	-1,770.32
Credit Card Charge	10/31/2017	8016	Dispute Resolution ...		-30.00	-1,800.32
Credit Card Charge	10/31/2017	8044	Dispute Resolution ...		-30.00	-1,830.32
Credit Card Charge	10/31/2017	7993	Dispute Resolution ...		-30.00	-1,860.32
Credit Card Charge	10/31/2017	7980	Dispute Resolution ...		-30.00	-1,890.32
Credit Card Charge	11/01/2017	7983	Brown Paper Tickets		-26.87	-1,917.19
Credit Card Charge	11/08/2017	7981	Office Depot		-209.08	-2,126.27
Credit Card Charge	11/08/2017	7882	San Francisco Stre...		-47.04	-2,173.31
Credit Card Charge	11/08/2017	7982	Wagners European ...		-25.05	-2,198.36
Credit Card Charge	11/08/2017	7882	Trader Joes		-11.98	-2,210.34
Credit Card Charge	11/08/2017	7982	Trader Joes		-7.99	-2,218.33
Credit Card Charge	11/14/2017		Window Seat Media		-2,002.04	-4,220.37
Credit Card Charge	11/14/2017	7907	Amazon		-292.95	-4,513.32
Credit Card Charge	11/14/2017	7920	Harbor Freight		-144.20	-4,657.52
Credit Card Charge	11/14/2017		T Sheets		-85.00	-4,742.52
Credit Card Charge	11/14/2017		Crains Office Supply		-73.97	-4,816.49
Credit Card Charge	11/14/2017	7905	Starbucks		-34.71	-4,851.20
Credit Card Charge	11/14/2017	7919	Olympia Food Co-Op		-32.53	-4,883.73
Credit Card Charge	11/14/2017	7917	Cab		-27.43	-4,911.16
Credit Card Charge	11/14/2017	7919	Haggen		-21.26	-4,932.42
Credit Card Charge	11/14/2017	7905	Trader Joes		-18.95	-4,951.37
Credit Card Charge	11/14/2017	7918	Fred Meyer		-8.69	-4,960.06
Credit Card Charge	12/08/2017	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	Port of Kingston		-5.00	-6,103.67
Credit Card Charge	05/11/2018		First Student Charter		-552.51	-6,656.18
Credit Card Charge	05/15/2018		Capitol Campus Par...		-12.00	-6,668.18
Total Charges and Cash Advances					-6,668.18	-6,668.18
Total Uncleared Transactions					-6,668.18	-6,668.18
Register Balance as of 05/15/2018					6,189.62	12,619.29
New Transactions						
Charges and Cash Advances - 8 items						
Credit Card Charge	05/17/2018	8339	UPS		-10.91	-10.91
Credit Card Charge	05/21/2018		AM PM		-51.15	-62.06
Bill Pmt -CCard	05/23/2018		Amy Crowley		-480.00	-542.06
Credit Card Charge	06/01/2018	P1-40...	QuickBooks Payroll ...		-680.00	-1,222.06
Credit Card Charge	06/01/2018	8355	UPS		-9.85	-1,231.91
Credit Card Charge	06/05/2018	8348	Turnwater Parks and...		-50.00	-1,281.91
Credit Card Charge	06/05/2018	8221	UPS		-33.50	-1,315.41
Credit Card Charge	06/05/2018	8349	UPS		-9.76	-1,325.17
Total Charges and Cash Advances					-1,325.17	-1,325.17
Total New Transactions					-1,325.17	-1,325.17
Ending Balance					7,514.79	13,944.46

Tab 5

Thurston Conservation District
Profit & Loss Budget vs. Actual - Summary
January - May 2018

	Unrestricted Funds			Restricted Funds			Total Funds		
	2018 Budget	FY18 YtD Actual	2018 Income Anticipated	2018 Budget	FY18 YtD Actual	2018 Income Anticipated	2018 Budget	FY18 YtD Actual	2018 Income Anticipated
Income									
Carryover from 2017	100,000	0	0						
Assessment Collections		11,050	15,470						
Grant Overhead	109,657	23,812	85,845						
WSCC Implementation	90,202	42,871	47,332						
Plant Sale	25,500	18,808	0						
Equipment Rental	3,460	1,325	1,855						
Soil Testing	5,000	3,942	5,518						
Misc. Revenue		1,724	2,414						
Total Income	333,819	103,532	158,434	937,568	180,082	757,486	1,271,387	283,614	987,773
Expenses									
Salaries and Benefits	149,799	78,615	71,184	561,956	140,944	421,012	711,755	219,559	492,196
Overhead				93,097	23,812	69,285	93,097	23,812	69,285
Supplies	15,406	16,065	659	23,193	14,845	8,347	38,599	30,910	7,689
Professional Services	1,500	1,608	108	128,127	49,760	78,367	129,627	51,367	78,260
Contracted Services	33,230	26,540	6,690	90,341	9,453	80,888	123,571	35,993	87,578
Travel	8,383	927	7,456	12,871	5,442	7,429	21,254	6,368	14,886
Facilities and Utilities	71,524	31,716	39,808		3,598	3,598	71,524	35,314	36,210
Cost Share					7,722	7,722		7,722	7,722
Other	41,115	1,471	39,644	27,986	1,200	26,785	69,101	2,671	66,430
Total Expenses	320,958	156,940	164,017	937,570	256,776	680,794	1,258,528	413,716	844,811
Net Income			5,583			76,692			142,962

Tab 6



MEMO

To: TCD Board of Supervisors

From: Sarah Moorehead (*Interim Executive Director*)

Date: June 26, 2018

Subject: Conservation Projects

Below are the items and information included under #11 Conservation Projects.

- A. WRIA 13 Lead Entity Contract Renewal: This is the next contract with the Recreation and Conservation Office (RCO) to continue Thurston CD's commitment to operate as the fiscal agent for the WRIA 13 Lead Entity. The WRIA 13 Lead Entity Work Group finalized the scope of work for this program on June 20, 2018 and submitted it to RCO for inclusion in the next biennium contract. The final contract document will not be ready by the June 26th, 2018 TCD Board Meeting for approval and signature. The final scope of work will be sent electronically for review prior to the June 26th, 2018 Board Meeting.

The recommendation from staff is to approve the next biennium contract with RCO (July 1, 2018 – June 30, 2020) and authorize the TCD Board Chair or Interim Executive Director to sign the final contract document upon receipt.

- B. VSP Technical Support MOU Addendum: In order to continue to meet the demand for Individual Stewardship Plans (ISPs) and prioritize implementation and success of the Voluntary Stewardship Program, staff is proposing to contract the completion of plans currently waiting to be implemented. The contract and addendum will be emailed for review electronically. This contract is intended maintain momentum until additional District staff can be hired.

- C. CREP Assignment of Payment Form(s): These forms are a routine stage of the implementation of the Conservation Reserve Enhancement Program and will be provided for approval and signature during the June 26th, 2018 meeting.

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.	A. <i>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> B. <i>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>		
4	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
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>	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>
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>	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. B. Completed	<p>A.</p> <p>B. Richard</p>	By March 31, 2018 May 31, 2018

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</p> <p>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

To: TCD Board of Supervisors

From: Sarah Moorehead (*Interim Executive Director*)

Date: June 26, 2018

Subject: Interim 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. A status report on this program will be available at the July 31, 2018 TCD Monthly Board Meeting.

Agricultural Easements

A request to meet and explore a partnership in preserving working lands through easements in the high priority areas of Thurston County has been sent to Forterra. Additional details and date scheduling will be sent electronically. Additionally, information is being collected on the challenges and success of the Puyallup Watershed Initiative model to share forward as Thurston CD moves forward with funding and facilitating an agricultural easement program.

District Operations

Rates & Charges

As directed on May 29th, 2018, briefings with the Thurston County Commissioners were scheduled for the following dates. Please review the information below for each upcoming briefing.

1. **Wednesday, June 27th, 2018 (9:30am – 10:00am)**

This briefing is to deliver our Rates & Charges presentation and officially propose the 2019 System of Rates & Charges, fulfilling our statutory requirement. All information has been provided to Thurston County in advance, along a request

that any known questions/concerns be shared ahead of time, so that we may prepare and/or provide additional materials. Due to the limited amount of time, we will have the opportunity to provide a brief overview of the same information that was originally delivered in 2017, talk about next steps and address any immediate questions.

2. **Wednesday, July 18th, 2018 (2:30pm – 3:00pm) – if needed**

This briefing is scheduled only if needed for follow items that may occur at the June 27th briefing. Should neither party feel this briefing necessary to proceed, it may be cancelled.

2018 Accountability Audit

As notified on June 6th, 2018, Thurston Conservation District will receive its routine accountability audit from the Washington State Auditor's Office, during this calendar year (an accountability audit is performed every 3 years). An accountability audit assesses how local governments manage, use and safeguard public resources. It evaluates whether there is reasonable assurance the local government adhere to applicable state laws, regulations and its own policies and procedures. Additionally, records are audited to ensure public funds are accounted for and controls are in place to protect public resources from misappropriation and misuse. An estimated cost for the audit is \$5,700 (approximately 60 hours), that could increase depending on work load and travel time. More information on accountability audits can be found here:

<http://www.sao.wa.gov/local/Pages/Accountability.aspx#.V31f9aPn-Uk>

Union Update

As notified on March 27th, 2018, the Thurston CD staff filed to join the Washington Federation of State Employees Union (WFSE) (<https://wfse.org/>). Thurston CD staff has since been certified as a collective bargaining unit through the Public Employment Relations Commission (PERC) (<http://perc.wa.gov>). Thurston CD is legally obligated to negotiate with the recognized staff bargaining unit under Chapter 41.56 RCW. Please thoroughly read the sections called out below:

RCW 41.56.010 - Declaration of purpose.

The intent and purpose of this chapter is to promote the continued improvement of the relationship between public employers and their employees by providing a uniform basis for implementing the right of public employees to join labor organizations of their own choosing and to be represented by such organizations in matters concerning their employment relations with public employers.

41.56.020 - Application of chapter.

This chapter shall apply to any county or municipal corporation, or any political subdivision of the state of Washington, including district courts and superior courts, except as otherwise provided by RCW 54.04.170, 54.04.180, and chapters 41.59, 47.64, and 53.18 RCW.

RCW 41.56.040 - Right of employees to organize and designate representatives without interference.

No public employer, or other person, shall directly or indirectly, interfere with, restrain, coerce, or discriminate against any public employee or group of public employees in the free exercise of their right to organize and designate representatives of their own choosing for the purpose of collective bargaining, or in the free exercise of any other right under this chapter.

RCW 41.56.100 - Authority and duty of employer to engage in collective bargaining—Limitations—Mediation, grievance procedures upon failure to agree.

(1) A public employer shall have the authority to engage in collective bargaining with the exclusive bargaining representative and no public employer shall refuse to engage in collective bargaining with the exclusive bargaining representative. However, a public employer is not required to bargain collectively with any bargaining representative concerning any matter which by ordinance, resolution, or charter of said public employer has been delegated to any civil service commission or personnel board similar in scope, structure, and authority to the board created by chapter 41.06 RCW.

(2) Upon the failure of the public employer and the exclusive bargaining representative to conclude a collective bargaining agreement, any matter in dispute may be submitted by either party to the commission. This subsection does not apply to negotiations and mediations conducted between a school district employer and an exclusive bargaining representative under RCW 28A.657.050.

(3) If a public employer implements its last and best offer where there is no contract settlement, allegations that either party is violating the terms of the implemented offer shall be subject to grievance arbitration procedures if and as such procedures are set forth in the implemented offer, or, if not in the implemented offer, if and as such procedures are set forth in the parties' last contract.

RCW 41.56.140 - Unfair labor practices for public employer enumerated.

It shall be an unfair labor practice for a public employer:

- (1) To interfere with, restrain, or coerce public employees in the exercise of their rights guaranteed by this chapter;*
- (2) To control, dominate, or interfere with a bargaining representative;*
- (3) To discriminate against a public employee who has filed an unfair labor practice charge;*
- (4) To refuse to engage in collective bargaining with the certified exclusive bargaining representative.*

RCW 41.56.160 - Commission to prevent unfair labor practices and issue remedial orders and cease and desist orders.

***** CHANGE IN 2018 *** (SEE 6231.SL) *****

- (1) The commission is empowered and directed to prevent any unfair labor practice and to issue appropriate remedial orders: PROVIDED, That a complaint shall not be processed for any unfair labor practice occurring more than six months before the filing of the complaint with the commission. This power shall not be affected or impaired by any means of adjustment, mediation or conciliation in labor disputes that have been or may hereafter be established by law.*
- (2) If the commission determines that any person has engaged in or is engaging in an unfair labor practice, the commission shall issue and cause to be served upon the person an order requiring the person to cease and desist from such unfair labor practice, and to take such affirmative action as will effectuate the purposes and policy of this chapter, such as the payment of damages and the reinstatement of employees.*
- (3) The commission may petition the superior court for the county in which the main office of the employer is located or in which the person who has engaged or is engaging in such unfair labor practice resides or transacts business, for the enforcement of its order and for appropriate temporary relief.*

Training Available

PERC staff travel statewide to provide training to public employers and/or unions to help:

- Improve labor management relationships
- Expand knowledge of collective bargaining laws & processes
- Learn and apply the Interest Based Bargaining process

- Learn and apply other Collective Bargaining techniques

Advance notice of request required.

An online mediation training video is also available: <https://perc.wa.gov/online-training/>

All information and notifications related to upcoming contract negotiations and/or other matters involving the staff collective bargaining unit will be disseminated as received.

