TCD Board of Supervisors Monthly Meeting & Work Session Agenda November 15th, 2018 (2:00pm - 6:00pm)

Finai DRAFT 3



Work Session begins at 1:00pm

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

No.	ltem	Time Allotted	Tab#	Plan
Worl 1.	k Session: 1:00pm – 2:00pm Review November Board Meeting Materials, All	60 minutes		
	A. Board Training: Financial Reports Work	Session Time All	otment: 60 m	inutes (1 hr)
<u>Mon</u> 1.	thly Meeting: 2:00pm – 5:00pm Welcome, Introductions, Audio Recording Announcement and Pledge of Allegiance	5 minutes		
2.	Public Comment	20 minutes		
3.	Agenda Review	10 minutes		
4.	Financial Report, Sarah Moorehead A. Monthly Financial Report B. November Check Register - Action Item C. Interview with Independent Auditor Edgar Ooms D. TCD Resolution #2018-06: Contract of an Independent Auditor	35 minutes	1	A/S: 90
5.	Board Meeting Minutes Review, All - Action Item (Information only: September 25th, 2018 action items report) A. June 26th, 2018 Regular Meeting minutes B. July 24th, 2018 Special Meeting minutes C. October 30th, 2018 Regular Meeting & Work Session minutes D. Review of new minutes template and policy, Ben Cushman F. Discussion of past board Meeting minutes	20 minutes	2	GAP: 8
6.	 2019 District Funding A. Update TCD Policy 1.3.1 Delegation of Authority to Acting Executive Director, <i>All - Action Item</i> B. 2019 Budget Development Discussion, <i>Susan Shelton</i> C. Update on Rates & Charges, <i>Sarah Moorehead</i> D. Staffing Plan Discussion, <i>Sarah Moorehead</i> E. Smart Talent Resolution, <i>Eric Johnson - Action Item</i> 	45 minutes	3	A/S: 90
7.	Discussion of Public Employee Sarah Moorehead, Eric Johnson	30 minutes	4	
8.	Interim Executive Director Report A. Board Supervisor Q&A	10 minutes	5	
9.	Adjourn, All			

Final DRAFT 3

Meeting Time Allotment: 175 minutes (2.91 hrs)

Total Time Allotment: 235 minutes (3.91 hrs)

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

Totaling Voided Check #'s Check# through Check# <u>Date</u> 115,764.30 19809 19820 19784

11/9/2018

Detail

The following checks were written on Timberland Bank:

The following	checks were write	311 OIL 3 III.	~ ~ · · ·		
_			19796	11,151.94	Accounts Payable
10/5/2018	19784		EFT EFT	3.274.62	Health Insurance Premium
10/9/2018	EFT		dd04251890	10,775.35	Payroli
10/9/2018	dd04251885		dd04251891		[
10/9/2018	dd04251891			204.77	WA State Dept of Revenue 3rd Qtr 2018
10/10/2018	EFT		EFT LIGHT AND A	1,023.13	Payroll
10/11/2018	dd04251892		dd04251892	3 655.04	IRS Payroll Tax
10/15/2018	EFT		EFT	15.00	DRS - DCP
10/16/2018	EFT		EFT		DDC DCDS
10/16/2018	EFT		<u>EFT</u>	4 004 50	IMA State Unemployment ou du 2010
10/17/2018	EFT		<u>EFT</u>	165.39	IRS Payroll Tax 3rd Qtr 2018
10/18/2018	EFT		EFT	49,930.91	
10/22/2018	19797		19820	565.10	
10/24/2018	EFT		EFT	11,090.54	
10/24/2018	dd04251893		dd04251899	3 259 58	R IRS Payroll Tax
10/25/2018			EFT	5.00	Returned Check Fee
10/26/2018	EFT		EFT	12 639 1	Returned Check
10/26/2018			EFT	12,000.1	DRS - DCP
10/26/2018			EFT	10.0	v [r
10/20/2010					

\$115,764.30 **Grand Total** Date Richard Mankamyer, Board Auditor

Thurston Conservation District Payroll Transactions by Payee October 2018

Date	Name	Num	Туре	Memo	Account	Amount
10/12/2018	Systems Dept of Retirement Dept of Retirement Dept of Retirement	EFT EFT EFT	Liability Check Liability Check Llability Check	September P Oct 10 Payroll October 25 P	3081001 · 308.10.01 3081001 · 308.10.01 3081001 · 308.10.01	-6,139.72 -15.00 -15.00
Total Dept of Retiren	nent Systems					-6,169.72
EFT Payment 10/12/2018 10/24/2018	EFT Payment EFT Payment	EFT EFT	Liability Check Liability Check	91-1011612 91-1011612	3081001 · 308,10.01 3081001 · 308.10.01	-3,655.04 -3,259.58
Total EFT Payment						-6,914.62
QuickBooks Payrol 10/09/2018 10/09/2018 10/11/2018 10/24/2018	l Service QuickBooks Payroll QuickBooks Payroll QuickBooks Payroll QuickBooks Payroll		Liability Check Liability Check Liability Check Liability Check	Created by P Created by P Created by P Created by P	3081001 · 308.10.01 3081001 · 308.10.01 3081001 · 308.10.01 3081001 · 308.10.01	-10,775.35 -529,52 -1,023.13 -11,090.54
Total QuickBooks Pa	ayroll Service				-	-23,418.54
WA St Dept of Emp 10/15/2018	oloyment Security WA St Dept of Empl	EFT	Liability Check	ES#930464 0	3081001 · 308.10.01	-1,324.58
Total WA St Dept of	Employment Security					-1,324.58
Bishop, Stephanie 10/10/2018 10/25/2018	E Bishop, Stephanle E Bishop, Stephanie E	dd042 dd042	Paycheck Paycheck	Direct Deposit Direct Deposit	3081001 · 308.10.01 3081001 · 308.10.01	0.00 0.00
Total Bishop, Steph	anie E			•	•	0.00
Hatch-Winecka, An 10/10/2018 10/25/2018	ny B Hatch-Winecka, Am Hatch-Winecka, Am	dd042 dd042	Paycheck Paycheck	Direct Deposit Direct Deposit	3081001 · 308.10.01 3081001 · 308.10.01	0.00 0.00
Total Halch-Wineck	a, Amy B					0.00
Healy, Mara E 10/10/2018 10/10/2018 10/25/2018	Healy, Mara E Healy, Mara E Healy, Mara E	dd042 dd042 dd042	Paycheck Paycheck Paycheck	Direct Deposit Direct Deposit Direct Deposit	3081001 · 308.10.01 3081001 · 308.10.01 3081001 · 308.10.01	0.00 0.00 0.00
Total Healy, Mara E						00,0
Moorehead, Sarah 10/10/2018 10/25/2018	Moorehead, Sarah Moorehead, Sarah	dd042 dd042	Paycheck Paycheck	Direct Deposit Direct Deposit	3081001 · 308,10.01 3081001 · 308,10.01	0.00 0.00
Total Moorehead, S	Sarah					. 0,00
Shelton, Susan A 10/25/2018	Shelton, Susan A	dd042	Paycheck	Direct Deposit	3081001 · 308.10.01	0.00
Total Shelton, Susa	an A					0.00
Warren, Nicole A 10/10/2018 10/12/2018 10/25/2018	Warren, Nicole A Warren, Nicole A Warren, Nicole A	dd042 dd042 dd042	Paycheck Paycheck Paycheck	Direct Deposit Direct Deposit Direct Deposit	3081001 · 308.10.01 3081001 · 308.10.01 3081001 · 308.10.01	0.00 0.00 0.00
Total Warren, Nico	le A					0.00
White, Nora E 10/10/2018 10/25/2018	White, Nora E White, Nora E	dd042 dd042	Paycheck Paycheck	Direct Deposit Direct Deposit	3081001 · 308.10.01 3081001 · 308.10.01	0.00
Total White, Nora I	=					0.0
						-37,827.4

Thurston Conservation District Check Detail

October 5, 2018

12:01 PM 10/05/2018

Num	Date	Name	Account	Pald Amount
19784 212600	10/05/2018 A 8	. L Western Agricultural Laboratories RESTRICTED:A098- Soil Tests	5314117 · Soil Testing	-108.00 -108.00 -108.00
19785 51835934 51902950		countemps RESTRICTED:WSCC:W086 Implementation RESTRICTED:A010-Overhead	5314102 · Audit & Accounting 5314102 · Audit & Accounting	-1,957.00 -931.00 -1,026.00 -1,957.00
19786 ·	10/05/2018 Bri 10/01/2018 UN	ian Thompson IRESTRICTED:A099 - Equipment Rental	5354800 · Repairs & Maintenance	-100.00 -100.00 -100.00
19787 51799129 51847381		ficeTeam NRESTRICTED:WSCC:W086 Implementation NRESTRICTED:WSCC:W086 Implementation	5314100 · Professional Services 5314100 · Professional Services	-1,200.00 -600.00 -600.00
19788 10503775 10503774	09/30/2018 UI	acific Disposal NRESTRICTED:WSCC:W086 Implementation NRESTRICTED:WSCC:W086 Implementation	5314702 · Garbage Service 5314702 · Garbage Service	-52.70 -29.44 -23.26 -52.70
19789 88099		ioneer Fire & Security, Inc NRESTRICTED:A010-Overhead	5314704 · Security Monitoring	-72.00 -72.00 -72.00
19790 1827301	10/05/2018 P 09/19/2018 U	ioneer Fuel NRESTRICTED:A010-Overhead	5313201 · Vehicle Fuel	-28.69 -28.69 -28.69
19791 5054574909		Ricoh, USA Inc - Usage INRESTRICTED:WSCC:W086 Implementation	5313102 · Computer Supplies	-182.32 -182.32 -182.32
19792 9551-9552a	10/05/2018 T 09/01/2018 U	Thurston County Auditor JNRESTRICTED:WSCC:W086 Implementation	5355001 · Election Expense	-5,550.00 -5,550.00 -5,550.00

Num	Date	Name	Account	Pald Amount
19793 137380374		Concordia Insurance Co STRICTED:A010-Overhead	5312012 · Dental Benefits	-353.23 -353.23 -353.23
19794 19-0109		University Energy Program STRICTED:WSCC:W086 Implementation	5314103 · Computer Services	-1,038.00 -1,038.00 -1,038.00
19795 1815		akum Conservation District ::W050 - Chehalis Flood Outreach	5314302 · Registration Fees	-10.00 -10.00
19796	10/05/2018 Wells 10/03/2018	Fargo	Wells Fargo	-500.00 -500.00
			Grand Total	\$11,151.94

"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."

Redard Man Lamuer Dudelor	10/118
Richard Mankamyer, District Muditor	Date
Board Member	Date

Doug

Your Return has been submitted and your confirmation number is 0-004-803-958

Below is information from your Return Submission for September 30, 2018

Filing Date

October 5, 2018

Account ld

600-330-344

Primary Name

THURSTON COUNTY CONSERVATION DISTRICT

Payment Method ACH Debit/E-Check Payment Effective October 5, 2018

Total Tax

215.61

Total Credits

10.84

Total Due

204.77

Check the status of your return from the Submissions tab.

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

Give us your feedback

Deposit Confirmation

Your payment has been accopted.

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:	270868612324269
	PLEASE NOTE
Any amounts represented in the subcategories of \$	Social Security, Medicare, and Income Tax Withhelding are for informational purposes only.
ayment Information	Entered Data
Taxpayer EIN	xxxxx1912
Tax Form	941 Employers Federal Tax
Tax Type	Federal Tex Deposit
Tax Period	Q3/2018
Payment Amount	\$3,655.04
Settlement Date	10/15/2018
Subcategories:	
1 Social Security	\$1,981,60
2 Medicare	\$463,64
3 Tax Withholding	\$1,210.00
Account Number	XXXXX6554
Account Type	CHECKING
Routing Number	925170754
	TIMBERLAND BANK



Washington State Department of Retirement Systems

Electronic Payments

Completed Payment Advice

Employer:

THURSTON CONSERVATION DISTRICT

Report Period:

10/2018

Retirement Due Date:

11/15/2018

Payment Status:

Submitted (10-12-18 10:43:36 AM by S. Shelton)

		Amount		Report Group/Invoice #	System
					Deferred Compensation Program Payment
		15.00		919	DCP
15.00		ount for DCP:	Total Amo		
		0.00		2358	Plan 1 Payments PERS
0.00		nt for Plan 1:	Total Amou		• —
		0.00		2358	Plan 2 Payments PERS
0.00		int for Plan 2:	Total Amou		
	DC Self	DC WSIB	Employer	DE	Plan 3 Payments
0.00	0.00	0.00	0.00	2358	PERS
	0.00	0.00	0.00		
0.00		ınt for Plan 3:	Total Amou		
15.00 10/16/2018		ment Amount: e of Payment:	Total Payr		



Washington State Department of Retirement Systems

Electronic Payments

Completed Payment Advice

Employer:

THURSTON CONSERVATION DISTRICT

Report Period:

09/2018

Relirement Due Date:

10/15/2018

Payment Status:

Submitted (10-12-18 11:35:02 AM by S. Shelton)

		Amount	nvoice #	Report Group/Invoice #	System
					Deferred Compensation Program Payment
		0.00		919	DCP
0.00		ount for DCP:	Total Ame		
					Plan 1 Payments
		0.00		2358	PERS
0.00		int for Plan 1:	Total Amou		
					Plan 2 Payments
		4040.60		2358	PERS
4040.60		ınt for Plan 2:	Total Amou		
					Plan 3 Payments
	DC Self	DC WSIB	DB Employer	Ι	
2099.12	700.09	0.00	1399.03	2358	PERS
	0.00	0.00	0.00		
2099.12		ınt for Plan 3:	Total Amou		
6139.72		nent Amount:	Total Payr		
10/16/2018			Scheduled Date		

Payment Confirmation

THURSTON CONSERVATION 930464-00-4

THIS PAYMENT WAS SUCCESSFULLY PROCESSED.

Payment confirmation number:

POAJ-RH37-TX49-JHU4

Total payment amount: \$1,324.58

Debit date: 10/15/2018

Year/Quarter: 3rd quarter 2018

Bank routing number: 325170754

Name on bank account: Thurston Conservation

Bank account number: XXXXX6554

User bank reference: ESD WA UI-TAX

Prepared by: Susan Shelton

(360) 754-3588 Ext. 120

accounting@thurstoncd.com

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

WA - Unemployment Company WA - Employment EAF.

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:	270869103270036
Payment Information	Entered Data
Taxpayer EIN	xxxxx1612
Tax Form	941 Employers Federal Tax
Тах Туре	Balance due on return or notice
Tax Period	Q3/2018
Payment Amount	\$165,39
Settlement Date	10/18/2018
Account Number	xxxxx6554
Account Type	CHECKING
Routing Number	326170754
Bank Name	TIMBERLAND BANK

Thurston Conservation District

Check Detail

October 22, 2018

4;57 PM

10/29/2018

Num	Date	Name	Account	Pald Amount
19797 213091		A & L Western Agricultural Laboratories UNRESTRICTED:A098- Soil Tests	5314117 · Soil Testing	-211.20 -211.20
19798 5195131 5200908	10/10/2018	Accountemps UNRESTRICTED:WSCC:W086 Implementation UNRESTRICTED:WSCC:W086 Implementation	5314102 · Audit & Accounting 5314102 · Audit & Accounting	-893.00 -503.50 -1,396.50
19799 185149		City of Lacey MISC:M038 - Thurston Cty / Deschutes TMDL	5314502 · Site Rental	-169.45 -169.45
19800	10/22/2018 09/24/2018	Comcast UNRESTRICTED:WSCC:W086 Implementation UNRESTRICTED:WSCC:W086 Implementation UNRESTRICTED:A010-Overhead	5314204 · Internet Services 5314201 · Telephone 5314110 · Bank Fees & Interest Charges	-134.90 -225.74 -10.00 -370.64
19801 8314		Cottage Baked Goods by Nancy MISC:M060 - Orca Recovery Day	5314901 · Meeting & Event Supplies	-55.00 -55.00
19802 2018104	10/22/2010 09/30/2010	3 Culligan Water Co. 3 UNRESTRICTED:WSCC:W086 Implementation	5313101 Office Supplies	-31.41 -31.41
19803 R19-120	1 0/22/201 0 09/25/201	8 Enduris 8 UNRESTRICTED:WSCC:W086 Implementation	1 3090501 · 309,05.01 Prepaid Insurance	-14,091.00 Hold Ash Board Not Signed
19804 8478		8 Geoffrey Mueller 8 WSCC:W070 - CREP	5314108 · Construction & Landscaping	-1,900.00 -1,900.00
19805 18-533€	10/22/201 3 10/01/201	18 Jan-Pro Cleaning Systems 18 UNRESTRICTED:WSCC:W086 Implementatio	n 5314104 · Janitorial Services	-225.00 -225.00 /

Num	Date	Name	Account	Paid Amount
19806	10/22/2018	Lewis County Conservation District		
		WSCC:W050 - Chehalls Flood Outreach	5314100 · Professional Services	-164.94
				-164.94
19807	10/22/2018	Minuteman Press		
170079	10/18/2018	Shellfish Fund:M041.12 Shoreline TA	5314203 · Printing Services	-425.85
170148	10/29/2018	Shellfish Fund:M041.12 Shoreline TA	5314203 · Printing Services	-185.61
		•		-611.46
19808		OfficeTeam		
5190723		UNRESTRICTED:WSCC;W086 Implementation		-800.00
5195715	10/10/2018	UNRESTRICTED:WSCC:W086 Implementation		-800.00
5199564	10/16/2018	UNRESTRICTED;A010-Overhead	5314100 · Professional Services	-712.50
5202314	10/22/2018	UNRESTRICTED:A010-Overhead	5314100 · Professional Services	-600.00
				-2,912.50
19809		Olympia School District		
3443	10/03/2018	Shellfish Fund:M041.1 Students and the Shore	5314112 · Bus Transportation	-248.80
		GREEN:G019,105 NOAA Grant	5314112 · Bus Transportation	-167.03
•		GREEN:G019.105 NOAA Grant	5314113 · Teacher Stipends/Subs	-170.00
				-363,63 4
19810	10/22/2018	Pacific Shellfish Institute		
SOGRE	10/03/2018	Shellfish Fund:M041.1 Students and the Shore	5314100 · Professional Services	-423,61
				-423.61
19811	10/22/2018	3 Pioneer Fuel		
1828801	10/15/2018	3 UNRESTRICTED:A120-Vehicles	5313201 · Vehicle Fuel	-31.15
			•	-31.15
19812		3 Puget Sound Energy		
	09/30/2018	3 UNRESTRICTED:WSCC:W086 Implementation		-160.08
		UNRESTRICTED:WSCC:W086 Implementation	5314703 · Gas	-74.35
				-234.43 <i>i</i> ∕
19813		B Ricoh USA, Inc.		
1011630	10/01/2018	8 UNRESTRICTED:WSCC:W086 Implementation	5314503 · Equipment Leases	-184.67
				-184.67 V
19814		8 Ricoh, USA inc - Usage		
5054774	10/08/201	8 UNRESTRICTED:WSCC:W086 Implementation	5313102 · Photocopier Usage	-10.00
				-10.0 9 /

Num	Date	Name	Account	Paid Amount
19815	10/22/2018	RTI Fabrication Inc.		
92018-1	09/20/2018	RCO:R030 - E Fork McLane	5314108 · Construction & Landscaping	-24,481.55
				-24,481.55 <i>l</i> /
19816	10/22/2018	Sound Native Plants		
18-131	10/08/2018	Shellfish Fund:M041.12 Shoreline TA	5313103 · Project Supplies	-48.75
		•		-48.75 V
19817	10/22/2018	US Postal Service		
	10/20/2018	UNRESTRICTED:A010-Overhead	5314202 · Postage & Shipping	-225.00
			,	-225,00
19818	10/22/2018	Wa St Conservation Commission		September -577.00 W. Swell
	10/08/2018	UNRESTRICTED:A010-Overhead	5314504 · Vehicle Leases	-577.00 MB soul
				-577.00
				End I in
19819		Waterfall Engineering	5244409 . Construction 9 Landscaping	-937.50
925	10/13/2018	RCO:R030 - E Fork McLane	5314108 · Construction & Landscaping	-937.50
				ooned y
19820	10/22/2018	White, Nora		
	10/22/2018	Shellfish Fund:M041.3 Shellfish Clear Choices	5314304 · Mileage	-40.33
		Shellfish Fund:M041.3 Shellfish Clear Choices	5314304 · Mileage	-11.99
			·	-52.32 i/
			Grand Total	\$49,930. 91

Richard Mankamyer, District Auditor

Board Member

[&]quot;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."

THURSTON CONSERVATION DISTRICT TRAVEL / EXPENSE VOUCHER

	Nova	Nova White	J							October 2018	7 7 2	\ \\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\			,
	1) NAME OF CLAIR	MANT)						[49) MONTH / YEAR	-				
	22 L ZZ Z) MAILING ADDRI	12 COCIN IZ ESS (F APPLICABLE)	22 MCCOMMIC STNE 3) MALLING ADDRESS (IF APPLICABLE)	omhubi	in 98506	90			IΑ	FG & OUT REACH	とけて	Sach	- 1	Specialist	t
ZW.							EDIEERIDIEWISE				STORVEHICLE MEN			12)	13)
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DATE	FUNDING	FROM	£	DEPART	RETURN	BRKFST	LUNCH	DINNER	7а) Роімт то Роімт	/a) VACINITY	(C) MLEAGE RATE	MIEAGE II	* 7:	PER DETAIL (FROM BELOW)	TOTAL
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16) I hearb)	r certify under	penalty of perjury	16) I hearby certify under penalty of perjury that this is a true and correct claim for necesssary expenses incurred by me and	ind correct claim	i for necessary	' expenses i	ncurred by r	ne and	A RPROVED B	Y4 (1) (1) (1)	r de la companya de l				
that no payr	nent has been	that no payment has been received by me on account thereof.	n account thereof.						Ć			~		MIN WATER	1
1/2/22	326	• }				1	NOV		Xecondo Orecto))		2 E	٥ د
SIGNATURE	<u> </u>			ī		~	DATE		2 PE						
17) I have c	hosen not to re	17) I have chosen not to request reimbursement for all travel	nent for all travel						1						
expenses to	which I am en	expenses to which I am entitled for this travel period	il period.	•											
					INITIALS		DATE		ACCOUNTANT				Q.	DATE	

*ALL USE OF PERSONAL VEHICLES FOR BUSINESS USE MUST BE PRE-AUTHORIZED BEFORE TRAVEL BY THE EXECUTIVE DIRECTOR



Submit Date: 10/23/2018 Confirmation Number: 5989272

Quarterly Report

3rd Quarter: July 1, 2018 - September 30, 2018

Due Date: 10/31/2018

THURSTON CONSERVATION DISTRICT

WA UBI: 600 330 344

2918 FERGUSON ST SW BLDG 1

L&I Account ID: 386,002-00

SUITE A

TUMWATER, WA 98512

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 Offcrs

Worker Reporting

Class Code	Nature of Work	Gross Payroll (newest \$)	(or units)	Rate Per Hour	Owed
1501-00	County/Tax Dist NOC Othr Empls	\$2,146.00	65	1.5627	\$101.58
530607	Countles/Tax Dist Adm/Cl Offc	\$77,648.00	2,341	0.1980	\$463.52
6901-00	Volunteers-Excl Law Enf Offcrs	\$0.00	0	0.0568	\$0.00
				Total of Premiums	\$565.10
				Grand Total	\$565.10

Preparer's Information

Preparer:

Susan Shelton

DayTime Phone:

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

Email:

Payment Information

Method of Payment: Bank routing information: Bank account information:

325170754

eCheck

Bank account Type:

XXXXXXXXXXXXX6554

Payment Amount:

BusinessChecking \$565,10

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:	270869845017687
	PLEASE NOTE
Any amounts represented in the subcatagories of \$\frac{1}{2}.	Social Security, Medicare, and Income Tax Withholding are for informational purposes only.
Payment Information	Eutered Data
Taxpayer EIN	xxxxx1θ12
Tax Form	941 Employers Federal Tax
Tax Type	Federal Tax Deposit
Tax Period	Q4/2018
Payment Amount	\$3,259.56
Settlement Date	10/25/2018
Subcategories:	
1 Social Security	\$1,792.38
2 Medicare	\$419.20
3 Tax Withholding	\$1,048,00
Account Number	xxxxx6554
Account Type	CHECKING
Routing Number	325170754
Rank Name	TIMBERLAND BANK



Washington State Department of Retirement Systems Electronic Payments

Completed Payment Advice

Employer:

THURSTON CONSERVATION DISTRICT

Report Period:

10/2018

Relirement Due Date:

11/15/2018

Payment Status:

Submitted (10-24-18 9:03:09 AM by S. Shelton)

System	Report Group/Invoice #	‡	Amount	·	
Deferred Compensation Program Payment				,	,
DCP	919		15.00		
		Total Am	ount for DCP:		15,00
Plan 1 Payments					
PERS	2358		0.00		
		Total Amor	unt for Plan 1:		0,00
Plan 2 Payments					
PERS	2358		0.00		
		Total Amo	unt for Plan 2:		0.00
Plan 3 Payments					
		DB Employer	DC WSIB	DC Self	
PERS	2358	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	
		Total Amo	unt for Plan 3:		0.00
		Total Pay	ment Amount:		15.00

Thurston Conservation District Grant Balances Reprt October 2018 (Interim Report)

Have not vouchered for October 2018

Suspended Grants

Number Grant Period Amount Oct 31 2018 Balance 16-1406 1-Mar-17 31-Dec-20 110,500.00 56,498.51 54,001.49 18-13-fM 1-Jul-18 30-Jun-19 90,000.00 86,302.12 3,697.88 18-13-fL 1-Mar-18 30-Jun-19 132,400.00 38,210.07 94,189.93 18-13-CE 1-Jul-17 30-Jun-19 68,247.00 25,522.59 42,724.41 18-13-CE 1-Jul-17 30-Jun-19 16,954.40 13,264.00 3,690.40 18-13-LT 1-Jul-17 30-Jun-19 26,327.00 26,302.92 24.08			Account	Grant			Total Grant	Thru	Remaining		
East Fork McLane RO30 16-1406 1-Mar-17 31-Dec-20 110,500.00 56,498.51 54,001.49 Project WO86 18-13-IM 1-Jul-18 30-Jun-19 90,000.00 86,302.12 3,697.88 Chehalis Flood Plain Outreach WO50 18-13-FL 1-Mar-18 30-Jun-19 132,400.00 38,210.07 94,189.93 CREP TA WO70 18-13-CE 1-Jul-17 30-Jun-19 68,247.00 25,522.59 42,724.41 Livestock WO25 18-13-CE 1-Jul-17 30-Jun-19 26,327.00 26,302.92 24.08			Number	Number	Grant	Period	Amount	Oct 31 2018	Balance	% of Time	% of Time % of Budget
Implementation W086 18-13-IM 1-Jul-18 30-Jun-19 90,000.00 86,302.12 3,697.88 Chehalis Flood Plain Outreach W050 18-13-FL 1-Mar-18 30-Jun-19 132,400.00 38,210.07 94,189.93 CREP TA W070 18-13-CE 1-Jul-17 30-Jun-19 68,247.00 25,522.59 42,724.41 CREP Cost Share W070 18-13-CE 1-Jul-17 30-Jun-19 16,954.40 13,264.00 3,690.40 Livestock W025 18-13-LT 1-Jul-17 30-Jun-19 26,327.00 26,302.92 24.08	ОЭЯ	East Fork McLane Project	R030	16-1406	1-Mar-17		110,500.00	56,498.51	54,001.49	42.22%	51.13%
Chehalis Flood Plain Outreach WO50 18-13-FL 1-Mar-18 30-Jun-19 132,400.00 38,210.07 94,189.93 CREP TA WO70 18-13-CE 1-Jul-17 30-Jun-19 68,247.00 25,522.59 42,724.41 CREP Cost Share WO70 18-13-CE 1-Jul-17 30-Jun-19 16,954.40 13,264.00 3,690.40 Livestock WO25 18-13-LT 1-Jul-17 30-Jun-19 26,327.00 26,302.92 24.08	uoiss	Implementaton	W086	18-13-IM	1-Jul-18	30-Jun-19	90,000.00	86,302.12	3,697.88	27.27%	95.89%
CREP TA W070 18-13-CE 1-Jul-17 30-Jun-19 68,247.00 25,522.59 42,724.41 CREP Cost Share W070 18-13-CE 1-Jul-17 30-Jun-19 16,954.40 13,264.00 3,690.40 Livestock W025 18-13-LT 1-Jul-17 30-Jun-19 26,327.00 26,302.92 24.08	simmo(Chehalis Flood Plain Outreach	W050	18-13-FL	1-Mar-18	l i	132,400.00	38,210.07		46.67%	28.86%
CREP Cost Share W070 18-13-CE 1-Jul-17 30-Jun-19 16,954.40 13,264.00 3,690.40 Livestock W025 18-13-LT 1-Jul-17 30-Jun-19 26,327.00 26,302.92 24.08	otion C	CREP TA	W070	18-13-CE	1-Jul-17	30-Jun-19				65.22%	37.40%
Livestock W025 18-13-LT 1-Jul-17 30-Jun-19 26,327.00 26,302.92 24.08	ouzetva	CREP Cost Share	W070	18-13-CE	1-Jul-17					65.22%	78.23%
	WA Co	Livestock	W025	18-13-LT	1-Jul-17		26,327.00		24.08	65.22%	99.91%

		Account	Grant			Total Grant	Thru	Remaining		
		Number	Number	Grant Period	Period	Amount	Oct 31 2018		% of Time	Balance % of Time % of Budget
uə	General	G019-SS		1-Jan-18	1-Jan-18 31-Dec-18	49,200.00	44,992.56	4,207.44	81.82%	91.45%
յգ פגפי	TCC	TCC		1-Jan-18	1-Jan-18 Until Spent	44,724.00		19,453.05 25,270.95	NA	43.50%
unos y:	NOAA	G019.105		1-Jan-18	1-Jan-18 31-Dec-18	12,343.00	11,111.73	1,231.27	81.82%	90.02%
inos	Prairies and Pollinators G019.27	G019.27		22-Mar-17	22-Mar-17 31-May-19	30,000.00		9,952.12 20,047.88	73.08%	33.17%

Thurston Conservation District Grant Balances Reprt October 2018 (Interim Report)

Have not vouchered for October 2018

Suspended Grants

		•	**************************************	tuere.			Total Grant	Thru	Remaining		
			Number	Number	Grant Period	Period	Amount	Oct 31 2018	Balance	% of Time	% of Time % of Budget
	"	Students and the Shore M041.1	M041.1		1-Feb-18	31-Dec-18	44,179.30	17,770.44	26,408.86	80.00%	40.22%
		Shellfish Clear Choices	M041.3		1-Feb-18	31-Dec-18	42,044.60	17,626.09	24,418.51	80.00%	41.92%
Ь.		Technical Assistance	M041.7		1-Feb-18	31-Dec-18	74,817.55	39,664.44	35,153.11	80.00%	53.01%
	ın <u>ı</u> ysi	Cost Share	M041.2		1-Feb-18	31-Dec-18	10,000.00		10,000.00	80.00%	0.00%
311 13	محسید در ان سر	Engaging Landowners	M041.10		1-Feb-18	31-Dec-18	10,000.00	10,466.79	-466.79	80.00%	104.67%
		Shoreline TA	M041.12		1-Feb-18	31-Dec-18	18,286.00	3,743.84	14,542.16	80.00%	20.47%
		SPD - Grants to other	SF-28%		1-Feb-18	1-Feb-18 31-Dec-18	48,148.00	31,185.83	16,962.17	80.00%	64.77%
	٦	Agencies									

		Account	Grant			Total Grant	Thru	Remaining		
		Number	Number	Grant Period	Period	Amount	Oct 31 2018	Balance	% of Time	% of Time % of Budget
	Puget Sound Caucus /	M035		1-Jul-18	1-Jul-18 Until Spent	2,500.00	821.87	1,678.13	NA	32.87%
	ATTENDED TERRORIAN			7	07 100 00 07 170	20000	1.091.86	3.908.14	%00.0	21.84%
sn	Orca Recover Day	M060		1-0cr-10	30-1-06					
០១៧ខ្យ	Thurston Cty /	M038		1-Jan-18	1-Jan-18 31-Dec-18	10,000.00	9,802.59	197.41	81.82%	98.03%
əɔ	Descrutes LIVIDE						-			
sil∕/[Soil Health Grant	M065	16-49-75	21-Jun-17	21-Jun-17 31-Dec-20	29,986.34	4,640.84	25,345.50	38.10%	15.48%
										70007
	VSP	M400		1-Jan-18	30-Jun-19	30-Jun-19 77,460.00	6,161.95	71,298.05	52.34%	0,05.7

Page 19 of 43

Accrual Basis

Thurston Conservation District Balance Sheet

As of October 31, 2018

	Oct 31, 18
ASSETS Current Assets	
Checking/Savings 3088010 Checking Accounts	52,299.56
3088020 Savings Accounts	20,774.46
3088030 Petty Cash	235.00
Total Checking/Savings	73,309.02
Accounts Receivable	118,399.54*
Other Current Assets 3090500 Prepald Accounts	15,577.50
3092000 · 309.20.00 Cash on Hand	42.94
Total Other Current Assets	15,620.44
Total Current Assets	207,329.00
TOTAL ASSETS	207,329.00
LIABILITIES & EQUITY LIABILITIES	189,546.92
Equity 3200000 Opening Bal Equity 3201000 Retained Earnings Net Income	286,884.05 -80,897.22 -188,204.75
Total Equity	17,782.08
TOTAL LIABILITIES & EQUITY	207,329.00

Have not vouchered for October.

11:44 AM 11/09/18 Accrual Basis

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

	Oct 31, 18	Oct 31, 17	\$ Change	% Change
ASSETS Current Assets				
Checking/Savings 3088010 Checking Accounts	52,299.56	83,827.36	-31,527.80	-37.6%
3088020 Savings Accounts	20,774.46	197,807.74	-177,033.28	-89.5%
3088030 Petty Cash	235.00	525.21	-290.21	-55.3%
Total Checking/Savings	73,309.02	282,160.31	-208,851.29	-74.0%
Accounts Receivable	118,399.54	104,274.84	14,124.70	13.6%
Other Current Assets 3090500 Prepald Accounts	15,577.50	13,347.50	2,230.00	16.7%
3092000 · 309.20.00 Cash on Hand	42.94	0.00	42.94	100.0%
Total Other Current Assets	15,620.44	13,347.50	2,272.94	17.0%
Total Current Assets	207,329.00	399,782,65	-192,453.65	-48.1%
TOTAL ASSETS	207,329.00	399,782.65	-192,453.65	-48.1%
LIABILITIES & EQUITY Liabilities	189,546.92	186,764.57	2,782.35	1.5%
Equity 3200000 Opening Bal Equity 3201000 Retained Earnings Net Income	286,884.05 -80,897.22 -188,204.75	286,884.05 5,820.70 -79,686.67	0.00 -86,717.92 -108,518.08	0.0% -1,489.8% -136.2%
Total Equity	17,782.08	213,018.08	-195,236.00	-91.7%
TOTAL LIABILITIES & EQUITY	207,329.00	399,782.65	-192,453.65	-48.1%

* Have not vouchered for October.

Thurston Conservation District A/R Aging Detail As of October 31, 2018

	Туре	Date	Name	Open Balance
Current Total Cu				
Total Cu	HIGH			
1 - 30			•	
Total 1 -	30			
31 - 60				
	Invoice	09/30/2018	MISC:M038 - Thurston Cty / Deschutes TMDL	5,693.21
	Invoice	09/30/2018	GREEN:G019-SS GREEN(General):G019.5 Thurston County	3,600,00
	Invoice	09/30/2018	GREEN:G019-SS GREEN(General):G019.4 City of Tumwater	1,500.00
	Invoice	09/30/2018	GREEN:G019-SS GREEN(General);G019,3 City of Olympia	3,600.00
	Invoice	09/30/2018	GREEN:G019-SS GREEN(General):G019.2 City of Lacey	3,600.00
	Invoice	09/30/2018	GREEN:TCC:G019.28 Dawkins	12,644.11
	Invoice	09/30/2018	GREEN:G019.105 NOAA Grant	1,814.64
	Involce	09/30/2018	GREEN:G019,27 Prairies and Pollinators Grant NF	70.69
	Invoice	09/30/2018	RCO:R030 - E Fork McLane	21,430.25
	Invoice	09/30/2018	WSCC:W025 - Livestock	2,394.72
	Invoice	09/30/2018	UNRESTRICTED:WSCC:W086 Implementation	36,333.41
Total 31	- 60			92,681.03
61 - 90				
	Invoice	08/31/2018	WSCC:W025 - Livestock	4,044.38
	Invoice	08/31/2018	WSCC:W070 - CREP	336.23
	Invoice	08/31/2018	WSCC:W025 - Livestock	182,35
Total 61	- 90			4,562.96
> 90				
	Invoice	06/30/2018	GREEN:G019.105 NOAA Grant	6,986.99
	Invoice	06/30/2018	GREEN:G019.27 Prairies and Pollinators Grant NF	9,881.43
	Invoice	07/31/2018	WSCC:W025 - Livestock	2,359.34
	Invoice	07/31/2018	UNRESTRICTED:WSCC:W086 Implementation	1,658.09
	Involce	07/31/2018	WSCC:W070 - CREP	166.95
	Invoice	07/31/2018	WSCC:W025 - Livestock	102.75
Total > 9	90			21,155.55
TOTAL				118,399.54

I Have not vouchered for October.

Thurston Conservation District Profit & Loss

January through October 2018

	Jan - Oct 18
Ordinary Income/Expense Income	
3431100 · Retail Sales	27,707.09
3300000 · Grant Revenue	612,934.80米
3670000 · Contributions Private 3611100 · Interest Income	100.00 133.30
3685000 · Assessment	16,826,86
3600000 · Miscellaneous Revenue	907.78
Total Income	658,609.83
Gross Profit	658,609.83
Expense	
5531010 · Salarles & Benefits	461,022.32
5314108 · Construction & Landscaping	146,548,27
5314101 · Legal Services	4,207.50
5314102 · Audit & Accounting	26,100.51
5314103 · Computer Services	13,683.88
5314104 · Janitorial Services	2,877.37
5314100 · Professional Services	46,820.73
5314501 · Office Rent	41,285.86
5314700 · Utilities	4,504.80
5314503 · Equipment Leases	2,330.00
5314504 · Vehicle Leases	6,820.49
5314400 · Advertising	1,974.52
5314200 · Communications	3,667.45
5313101 · Office Supplies	2,684.56
5314302 · Conference and Training Fees	3,514.08
5313102 · Photocopier Usage	3,506.64
5314203 · Printing Services	859.30
5314202 · Postage & Shipping	1,005,52
5354800 · Repairs & Maintenance	1,298.31
5314117 · Soil Testing	3,607.20
5313401 · Plants for Resale	3,102.50
Project Expenses	36,752.07
5314300 · Travel	5,683.14
5314999 · Overhead Allocation	0.00
5966699 · Vehicle Allocation	0.00
Licenses and Permits	221.99
5314902 · Dues and Subscriptions	952.00
5314121 · Taxes - Business & Occupation	52.66
5355001 · Election Expense	5,550.00
5314600 · Liability Insurance Premiums	10,426.50
5314110 · Bank Fees & Interest Charges	2,901.53
5314110 · Bank rees & interest charges	826.71
5945360 · Capital Outlays	1,842.17
	846,630.58
Total Expense	
Net Ordinary Income	-188,020.75
Other Income/Expense Other Expense	184.00
Net Other Income	-184.00
det Income	-188,204.75

Thurston Conservation District Profit & Loss

October 2018

Ordinary Income/Expense Income 3431100 · Retail Sales 3300000 · Grant Revenue 3611100 · Interest Income 3685000 · Assessment Total Income Gross Profit Expense 5531010 · Salarles & Benefits 5314108 · Construction & Landscaping 5314102 · Audit & Accounting	266.30 423.00 Å 0.65 355.40
3431100 · Retail Sales 3300000 · Grant Revenue 3611100 · Interest Income 3685000 · Assessment Total Income Gross Profit Expense 5531010 · Salarles & Benefits 5314108 · Construction & Landscaping 5314102 · Audit & Accounting	423.00 Å 0.65
3300000 · Grant Revenue 3611100 · Interest Income 3685000 · Assessment Total Income Gross Profit Expense 5531010 · Salarles & Benefits 5314108 · Construction & Landscaping 5314102 · Audit & Accounting	423.00 Å 0.65
3611100 · Interest Income 3685000 · Assessment Total Income Gross Profit Expense 5531010 · Salaries & Benefits 5314108 · Construction & Landscaping 5314102 · Audit & Accounting	0.65
3685000 · Assessment Total Income Gross Profit Expense 5531010 · Salaries & Benefits 5314108 · Construction & Landscaping 5314102 · Audit & Accounting	
Total Income Gross Profit Expense 5531010 · Salaries & Benefits 5314108 · Construction & Landscaping 5314102 · Audit & Accounting	355.40
Gross Profit Expense 5531010 · Salaries & Benefits 5314108 · Construction & Landscaping 5314102 · Audit & Accounting	
Expense 5531010 · Salarles & Benefits 5314108 · Construction & Landscaping 5314102 · Audit & Accounting	1,045.35
5531010 · Salaries & Benefits 5314108 · Construction & Landscaping 5314102 · Audit & Accounting	1,045.35
5314108 · Construction & Landscaping 5314102 · Audit & Accounting	10.070.07
5314102 · Audit & Accounting	40,978.87
	15,048.74
	2,476.95
5314103 · Computer Services	785.00
5314104 · Janitorial Services	225.00
5314100 · Professional Services	5,831.05
5314700 · Utilities	301.15
5314503 · Equipment Leases	305.55
5314504 · Vehicle Leases	577.00
5314400 · Advertising	-245.45
5313101 · Office Supplies	87.14
5314302 Conference and Training Fees	140.00
5313102 Photocopier Usage	501,48
5314203 Printing Services	649.36
5314202 Postage & Shipping	246.74
5354800 · Repairs & Maintenance	100,00
5314117 · Soil Testing	211,20
Project Expenses	-142:14
5314300 · Travel	140.03
5314999 · Overhead Allocation	0,00
Licenses and Permits	13.00
5314600 · Liability insurance Premiums	1,174.25
5314110 · Bank Fees & Interest Charges	7.00
5945360 ⋅ Capital Outlays	170,79
Total Expense	69,582.71
Net Ordinary Income	-68,537.36
et Income	-68,537.36

* Have not vanchered for October

Thurston Conservation District Profit & Loss Prev Year Comparison January through October 2018

	Jan - Oct 18	Jan - Oct 17	\$ Change	% Change
Ordinary Income/Expense `				
Income 3431100 · Retail Sales	27,707.09	23,885.14	3,821.95	16.0%
3300000 · Grant Revenue	612,934,80	615,553.81	-2,619.01	-0.4%
3625000 · Space Rentals	0.00	2,010.00	-2,010.00	-100.0%
3670000 · Contributions Private	100.00	2,625.00	-2,525.00	-96.2%
3611100 · Interest Income	133.30	216.50	-83.20	-38.4%
3685000 · Assessment	16,826.86	324,732.56	-307,905.70	-94.8%
3600000 · Miscellaneous Revenue	907.78	274.09	633.69	231.2%
Total Income	658,609.83	969,297.10	-310,687.27	-32.1%
Gross Profit	658,609.83	969,297.10	-310,687.27	-32.1%
Expense				
5531010 · Salarles & Benefits	461,022.32	713,933.14	-252,910.82	-35.4%
5314108 · Construction & Landscaping	146,548.27	21,972.55	124,575.72	567.0%
5314101 · Legal Services	4,207.50	0.00	4,207.50	100.0%
5314102 · Audit & Accounting	26,100.51	7,324.07	18,776.44	256,4%
5314103 · Computer Services	13,683.88	8,180.00	5,503.88	67.3%
5314104 - Janitorial Services	2,877.37	3,489.71	-612.34	-17.6%
5314100 · Professional Services	46,820.73	97,480.75	-50,660.02	<i>-</i> 52.0%
5314501 · Office Rent	41,285.86	42,438.66	-1,152.80	-2.7%
5314700 · Utilities	4,504.80	3,945.45	559.35	14.2%
5314503 · Equipment Leases	2,330,00	2,209.12	120.88	5.5%
5314504 · Vehicle Leases	6,820.49	0,00	6,820.49	100.0%
5314400 · Advertising	1,974,52	2,424.95	-450.43	-18.6%
5314200 · Communications	3,667.45	3,644.17	23,28	0.6%
	0.004.50	13,521.65	-10,837.09	-80.2%
5313101 · Office Supplies	2,684.56			-65,4%
5314302 · Conference and Training Fees	3,514.08	10,159.04	-6,644.96	
5313102 · Photocopier Usage	3,506.64	4,039.53	-532,89	-13.2%
5314203 · Printing Services	859,30	403,48	455.82	113.0%
5314202 · Postage & Shipping	1,005.52	4,333.00	-3,327,48	-76.8%
5354800 · Repairs & Maintenance	1,298.31	3,952,78	-2,654.47	-67.2%
5314117 · Soil Testing	3,607.20	2,693.20	914.00	33.9%
5313401 · Plants for Resale	3,102.50	12,198.85	-9,096,35	-74.6%
Project Expenses	36,752.07	33,919.83	2,832.24	8.4%
5314300 · Travel	5,683,14	14,638.74	-8,955.60	-61.2%
5314999 · Overhead Allocation	0.00	0.00	0.00	0.0%
5966699 · Vehicle Allocation	0.00	0.00	0.00	0.0%
Licenses and Permits	221.99	0.00	221.99	100.0%
5314902 · Dues and Subscriptions	952.00	6,839.59	-5,887,59	-86.1%
5314121 · Taxes - Business & Occupation	52.66	0,00	52.66	. 100.0%
5355001 · Election Expense	5,550.00	0.00	5,550.00	100.0%
5314600 · Liability Insurance Premiums	10,426.50	8,135.70	2,290,80	28.2%
5314110 · Bank Fees & Interest Charges	2,901.53	1,103.43	1,798.10	163.0%
5314105 · Miscellaneous Expenses	826.71	1,544.76	-718,05	-46.5%
5945360 · Capital Outlays	1,842.17	5,308.62	-3,466.45	-65.3%
5983100 · Intergovernmental Agreements	0.00	19,149.00	-19,149.00	-100.0%
Total Expense	846,630.58	1,048,983.77	-202,353.19	-19.3%
Net Ordinary Income	-188,020.75	-79,686.67	-108,334.08	-136.0%
Other Income/Expense Other Expense	184.00	0.00	184.00	100.0%
Net Other Income	-184.00	0.00	-184.00	-100.0%
		. —		



11:56 AM 11/09/18 Accrual Basis

Thurston Conservation District Profit & Loss Prev Year Comparison

January through October 2018

Net Income

 Jan - Oct 18
 Jan - Oct 17
 \$ Change
 % Change

 -188,204.75
 -79,686.67
 -108,518.08
 -136.2%

9:57 AM 11/07/18

Thurston Conservation District

Reconciliation Summary 3082003 · Saving-2410 Shellfish Fund, Period Ending 09/30/2018

	Sep 30, 18	
Beginning Balance		30,814.82
Cleared Transactions	44.057.54	
Checks and Payments - 4 Items Deposits and Credits - 1 Item	-11,257.51 0.64	
Deposits and Gredits - 1 item	0.04	
Total Cleared Transactions	-11,256.87	
Cleared Balance		19,557.95
Register Balance as of 09/30/2018	See the second section of the section of the second section of the section of the second section of the section of th	19,557.95
Ending Balance		19,557.95

Thurston Conservation District Reconciliation Detail

3082003 · Saving-2410 Shellfish Fund, Period Ending 09/30/2018

Туре	Date	Num	Name	Cir	Amount	Balance
Beginning Balan		· ——				30,814.82
Cleared Tra						
	and Payments - 4 i	tems				
Transfer	10/04/2018			X	-51.01	-51.01
Transfer	10/11/2018			X	-357.06	-408.07
Transfer	10/11/2018			X	-77.07	-485.14
Transfer	10/17/2018			X	-10,772.37	-11,257.51
Total Ch	ecks and Payments				-11,257.51	-11,257.51
Deposit	s and Credits - 1 ite	em				
Deposit	10/31/2018		,	Χ _	0.64	0.64
Total De	posits and Credits				0.64	0.64
Total Cleare	ed Transactions			_	-11,256.87	-11,256.87
Cleared Balance				<u></u>	-11,256.87	19,557.95
Register Balance	as of 09/30/2018				-11,256,87	19,557.95
Ending Balance		•			-11,256.87	19,557.95



Page

1 of 1

10/31/2018

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

CYCLE-101

129.88

*****2410

		REG S	SV MO STMT		****024	10		
EGINNIN	IG RATE 0.030	00						
			09/30/18	#F79712220061070711	*****	30,814.	82	
PLU	S 1	DEPOSITS A	09/30/18 ND OTHER CRED	(TS	************		64	
LES	S 4	CHECKS AND	OTHER DEBITS	*********	***********	11,257.	51	
LES	S		CE FEE				0	
CURRENT	STATEMENT BAL	ANCE AS OF	October 31, 2018	*********		19,557.	95	
NUMBER (OF DAYS IN THIS	STATEMENT	PERIOD: 31					
	*	** ELECT	RONIC / NON	-CHECK T	RANSACTION	IS ***		
Date	Descript	ion					Amount	
10/04	Maras Bad	kpay M0417	July and A			51.01		
10/11	Nicoles Sh	ellfish Backp	ay Jul			77.07		
10/11		ellfish Backp					357.06	
10/17	Septembe	r Shellfish Vo	ouchers			1	0,772.37	
			*** DE	POSITS *	**			
Date	Descript	ion					Amount	
10/31	INTEREST	PAYMENT					.64	
			*** BALAN	CE BY DA	TE ***			
Date	Balance	Date	Balance	Date	Balance	Date	Balance	
09/30	30,814.82	10/04	30,763.81	10/11	30,329.68	10/17	19,557.31	
10/31	19,557.95	•		•				
	PAYER I	EDERAL ID I	NUMBER		91-026022	0		

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INTEREST PAID YEAR TO DATE.....



9:56 AM 11/07/18

Thurston Conservation District

Reconciliation Summary 3082002 · Saving-6568 - Timberland, Period Ending 10/31/2018

	Oct 31, 18		
Beginning Balance Cleared Transactions Deposits and Credits - 1 item	1,216.50		
Total Cleared Transactions	0.01		
Cleared Balance	1,216.51		
Register Balance as of 10/31/2018	1,216.51		
Ending Balance	1,216.51		

Thurston Conservation District Reconciliation Detail

3082002 · Saving-6568 - Timberland, Period Ending 10/31/2018

	0002002					
Туре	Date	Num	Name	Clr	Amount	Balance 1,216.50
Beginning Balar	nce ransactions					1,270.00
Deposit	ts and Credits - 1 item			Х	0.01	0.01
Deposit	10/31/2018				0.01	0.01
Total D	eposits and Credits				0.01	0.01
Total Clea	red Transactions				 	1,216,51
Cleared Balance	3				0.01	
	e as of 10/31/2018				0.01	1,216.51
•					0.01	1,216.51
Ending Balance	9					



Page

1 of 1

10/31/2018

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

CYCLE-101

*****6568

•		REG S	V MO STMT		****16568		
PLUS LESS LESS	STATEMENT BAL 1 0	ANCE AS OF DEPOSITS AND CHECKS AND MAINTENANCE AS OF C	OTHER CREDITS . CE FEE				01 00 0
			*** DE	POSITS **	**		
Date 10/31	Descript i INTEREST	ion PAYMENT				ı	Amount .01
	•		*** BALAN	CE BY DAT	re ***		
Date 09/30	Balance 1,216.50	Date 10/31	Balance 1,216.51	Date	Balance	Date	Balance
•	PAYER I	FEDERAL ID N ST PAID YEAF	IUMBER R TO DATE		91-0260220 3.42		

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C EQUAL ROUSING

9:52 AM 11/07/18

Thurston Conservation District

Reconciliation Summary 3081001 · 308.10.01 Cash TimberLand Bank, Period Ending 10/31/2018

•	Oct 31, 18	
Beginning Balance Cleared Transactions Checks and Payments - 48 Items	-71,096,78	64,304.40
Deposits and Credits - 35 Items Total Cleared Transactions	99,173.81	
Cleared Balance	Management of the Control of the Con	92,381.43
Uncleared Transactions Checks and Payments - 27 items Deposits and Credits - 2 items	-57,721.25 11,113.21	
Total Uncleared Transactions	-46,608.04	
Register Balance as of 10/31/2018		45,773.39
New Transactions Checks and Payments - 1 item	-12,204.68	
Total New Transactions	-12,204.68	
Ending Balance		33,568.71

3081001 · 308.10.01 Cash TimberLand Bank, Period Ending 10/31/2018

8	308′	1001 - 308.10.0	01 Cash 1	imberLand Bank, i	Period	Ending 10/31/2018	
		Date	Num	Name	Clr	Amount	Balance, 64,304.40
_	Type						54,304.40
E	Beginning Balance Cleared Transa	etlans			÷		
	Cleared Hansa	Payments - 48 ite	เทร		Х	-4,338.46	-4,338.46
,	Bill Pmt -Check	09/21/2018	19/00	Accountemps	x	-3,950.00	-8,288,46
1	Bill Pmt -Check			Whitlock Limited Par Deschutes Law Group	X	-2,000.00	-10,288.46 -12,165.46
1	Bill Pmt -Check	00/21/2010	, - ,	WACD	Х	-1,877.00	-13,632,46
	Bill Pmt -Check	00/21/207-	19781 19780	WA St University En	X	-1,467.00 -1,000.00	-14,632.46
	Bill Pmt -Check	09/21/2018 09/21/2018	19782	Wells Fargo	X	-610.00	-15,242.46
	Bill Pmt -Check	09/21/2018	19762	A & L Western Agric	X X	-577.00	-15,819.46
	Bill Pmt -Check Bill Pmt -Check	09/21/2018	19779	Wa St Conservation	x	-370.64	-16,190,10
	Bill Pmt -Check	09/21/2018	19764	Comcast United Concordia In	X	-309.26	-16,499.36 -16,762.28
	Bill Pmt -Check	09/21/2018	19777 19774	Puget Sound Energy	X	-262.92	-16,999.14
	Bill Pmt -Check	09/21/2018	19776	Ricch, USA Inc - Us	X	-236.86 -225.00	-17,224.14
	Bill Pmt -Check	09/21/2018 09/21/2018	19768	Jan-Pro Cleaning Sy	X	-184.67	-17,408.81
	Bill Pmt -Check	09/21/2018	19775	Ricoh USA, Inc.	X X	-170.00	-17,578,81
	Bill Pmt -Check Bill Pmt -Check	09/21/2018	19772	Olympia School Dist	x	-161.26	-17,740.07
	Bill Pmt -Check	09/21/2018	19769	LaMoite Company Pacific Disposal	X	-50.70	-17,790.77 -17,832.99
	Bill Pmt -Check	09/21/2018	19773	VSP - Vision Care	X	-42.22	-17,871.09
	Bill Pmt -Check	09/21/2018	19778 19770	Lewis County Conse	X	-38,10 -31.41	-17,902.50
	Bill Pmt -Check	09/21/2018 09/21/2018	19765	Cultigan Water Co.	X	-3,274.62	-21,177.12
	Bill Pmt -Check	10/01/2018	EFT	Recence - Health C	X	-5,550,00	-26,727.12
	Check Bill Pmt -Check	10/05/2018	19792	Thurston County Au	x	-1,957.00	-28,684.12
	Bill Pmt -Check	10/05/2018	19785	Accountemps OfficeTeam	â	-1,200.00	-29,884.12 -30,922.12
	Bill Pmt -Check	10/05/2018	19787	WA St University En	X	-1,038.00	-31,422.12
	Rili Pmt -Check	10/05/2018	19794 19796	Wells Fargo	Х	-500.00 -353.23	-31,775.35
	Rill Pmt -Check	10/05/2018 10/05/2018	19793	United Concordia In	X	-204,77	-31,980.12
	Bill Pmt -Check	10/05/2018	EFT	WA St Dept of Reve	. X	-182.32	-32,162.44
	Check Bill Pmt -Check	10/05/2018	19791	Ricoh, USA Inc - Us	X	-108.00	-32,270.44
	Bill Pmt -Check	10/05/2018	19784	A & L Western Agric Brian Thompson	x	-100.00	-32,370,44 -32,442.44
	Bill Pmt -Check	10/05/2018	19786	Pioneer Fire & Secu	. X	-72.00 50.70	-32,495.14
	Bill Pmt -Check	10/05/2018	19789 19788	Pacific Disposal	Α.	-52.70 -28.69	-32,523.83
	Bill Pmt -Check	10/05/2018 10/05/2018	19790	Pioneer Fuel	, X	-10.00	-32,533.83
	Bill Pmt -Check	10/05/2018	19795	Wahkiakum Conser		-10,775.35	-43,309.18
	Bill Pmt -Check Liability Check	10/09/2018		QuickBooks Payroll . QuickBooks Payroll .		-529,52	-43,838.70 -44,861.83
	Liability Check	10/09/2018		QuickBooks Payroll.	Х	-1,023.13	-44,661.65 -51,001.55
	Liablilly Check	10/11/2018	EFT	Dept of Retirement	Х	-6,139.12	-54,656.59
	Liability Check	10/12/2018 10/12/2018	EFT	FFT Payment		-3,655.04 -15.00	-54,671.59
	Liability Check	10/12/2018	EFT	Dept of Retirement	X	01.50	-55,996.17
	Liability Check	10/15/2018	EFT	WA St Dept of Empl	, X	, voe ov	-56,161.30
	Liability Check Check	10/17/2018	EFT	Internal Revenue Se WA St Dept of L&I	X	-565.10	
	Check	10/23/2018	EFT	QuickBooks Payroll	_	-11,090.54	
	Liability Check	10/24/2018	EFT	FFT Pavment	>	-3,259.58 -15.00	-71,091.78
	Liability Check	10/24/2018 10/24/2018	EFT	Dept of Rettrement	>	< -15.00 < -5.00	~4 And 70
	Liability Check	10/26/2018	EFT	Timberland Bank	2		74 600 70
	Check Total Ch	necks and Paymer	nts			-71,096.78	-71,096.78
						a nee de	1,255.86
	Deposi	ts and Credits - 3	5 items		,	X 1,255.86 51.0	1006 97
	Deposit	10/01/2018 10/04/2018				X 290.9	4 1,597.81
	Transfer	10/05/2018				X 1,877.0	0 3,474.81
	Deposit	10/09/2018	}	2 Bishop, Stephanie	F	°,0 0.0	0 3,474.81
	Deposit Paycheck	10/10/2018	dd042		т	X 0.0	
	Paycheck	10/10/2018		Healy, Mara E		Χ 0.0	,U 5 7 7 1 2 1
	Paycheck	10/10/2018	3 dd041 3 dd041	2 Warren, Nicole A		x 0.0	3,474.81
	Paycheck	10/10/2018 10/10/2018		 White, Nora E 		X 0.0	3,474.81
	Paycheck	10/10/201	•	າ Healy, Mara E		X 0.0	oo 3,474.81
	Paycheck Paycheck	10/10/201		2 Moorehead, Sarah	1	x 355.4	40 3,830.21
	Paycheck Deposit	10/10/201	В			Ŷ 77.0	07 3,907.28
	Transfer	10/11/201	8				

3081001 · 308.10.01 Cash TimberLand Bank, Period Ending 10/31/2018

	5	Num	Name	Cir	Amount	Balance
Туре	Date	Num			357.06	4,264.34
for	10/11/2018				0,00	4,264.34
ransfer	10/12/2018	dd042	Warren, Nicole A	X	47,600.00	51,864.34
aycheck				Х	47,000.00	77,248.97
eposit	10/12/2018			X X X	25,384.63	88,021.34
eposit	10/15/2018			Χ	10,772:37	
ransfer	10/17/2018			χ	9,133.42	97,154.76
eposit	10/18/2018			Ŷ	0.00	97,154.76
	10/25/2018	dd042	Blshop, Stephanie E	X X	0.00	97,154.76
aycheck			Regence - Life Insur	Х		97,154.76
ill Pmt -Check	10/25/2018	dd042	Hatch-Winecka, Am	Х	0.00	97,154.76
aycheck	10/25/2018		Shelton, Susan A	Х	0,00	
aycheck	10/25/2018	dd042	Shellon, Susan A	x	0.00	97,154.76
	10/25/2018	dd042	Moorehead, Sarah	0	0.00	97,154.76
aycheck		dd042	White, Nora E	Х		97,154.76
aycheck	10/25/2018	dd042	Healy, Mara E	Х	0.00	97,154.76
aycheck	10/25/2018		Warren, Nicole A	X	00,0	
aycheck	10/25/2018	dd042	Watten, Micola A	x	2,019.05	99,173.81
	10/29/2018			- 0	0,00	99,173.81
eposit	11/09/2018	dd042	Healy, Mara E	X X X	00.0	99,173.81
Paycheck		dd042	Hatch-Winecka, Am	Х		99,173.81
Paycheck	11/09/2018	UUU42	Bishop, Stephanie E	Х	0.00	
Paycheck	11/09/2018	dd042	Dianop, Grephanio	x	0.00	99,173.81
	11/09/2018	dd042	Moorehead, Sarah	\$	0,00	99,173.81
aycheck	11/09/2018	dd042	Shelton, Susan A	X X	0.00	99,173.81
Paycheck		dd042	Warren, Nicole A	Х		99,173.81
Paycheck	11/09/2018		White, Nora E	X	0,00	99,110,01
Paycheck	11/09/2018	dd042	White, Nota E			99,173.81
•	osits and Credits				99,173.81	
					28,077.03	28,077.03
Cleared Balance	Transactions				28,077.03	92,381.43
Uncleared T	rancactions					
uncleared	nd Payments - 27	items			-1,800.00	-1,800.00
Checks a	na Payments - 21	40771	OfficeTeam			-1,850.00
Bill Pmt -Check	09/21/2018	19771	GRuB		-50.00	
Bill Pmt -Check	09/21/2018	19767	GRUD		-24,481.55	-26,331.55
Dill Fill -Ollook	10/22/2018	19815	RTI Fabrication Inc.		-14,091,00	-40,422.55
Bill Pmt -Check	10/22/2018	19803	Enduris		-2,912.50	-43,335.05
Bill Pmt -Check		19808	OfficeTeam			-45,235.05
Bill Pmt -Check	10/22/2018		Geoffrey Mueller		-1,900.00	
Bill Pmt -Check	10/22/2018	19804			-1,396.50	-46,631.55
Bill Pmt -Check	10/22/2018	19798	Accountemps		-937.50	-47,569.05
Bill butt -Cureok	10/22/2018	19819	Waterfall Engineering		-611.46	-48,180,51
Bill Pmt -Check	10/22/2010	19807	Minuteman Press			-48,766.34
Bill Pmt -Check	10/22/2018		Olympia School Dist	,	-585.83	
Bill Pmt -Check	10/22/2018	19809	Wa St Conservation		-577.00	-49,343.34
Bill Pmt -Check	10/22/2018	19818	Wa St Conservation o	'	-423.61	-49,766.95
Dill Lilli -Olicov	10/22/2018	19810	Pacific Shellfish Insti		-370.64	-50,137.59
Bill Pmt -Check		19800	Comcast			-50,372.02
Bill Pmt -Check	10/22/2018		Puget Sound Energy		-234.43	-50,597.02
Bill Pmt -Check	10/22/2018	19812	US Postal Service		-225.00	
Bill Pmt -Check	10/22/2018	19817	OS LOSIGI SELVICE		-225.00	-50,822.02
Dill Litt -Ollook	10/22/2018	19805	Jan-Pro Cleaning Sy		-211.20	-51,033.23
Bill Pmt -Check	10/22/2018	19797	A & L Western Agric	•	-184.67	-51,217.89
Bill Pmt -Check	IVIZZIZU10	19813	Ricoh USA, Inc.			-51,387.3
Bill Pml -Check	10/22/2018		City of Lacey		-169.45	40 F100 F10
Bill Pmt -Check	10/22/2018	19799	City of Lacey		-164.94	-51,552.2
DILL UK -OHOOK	10/22/2018	19806	Lewis County Conse.	•	-55.00	-51,607.2
Bill Pmt -Check	10/22/2018	19801	Cottage Baked Goo		-52.32	-51,659.6
Bill Pmt -Check		19820	White, Nora			-51,708.3
Bill Pmt -Check	10/22/2018		- Ustaltan Dionto		-48.75	
Bill Pmt -Check	10/22/2018	19816	a m Water Co		-31.41	-51,739.7
Bill Prnt -Check	10/22/2018	19802			-31.15	51,770.9
PIII LIUI -OHOCK	10/22/2018	19811	Pioneer Fuel		-10.00	-51,780.9
Bill Pmt -Check		19814	Ricoh, USA Inc - Us.			-57,721.2
Bill Pmt -Check	10/22/2018		Dept of Retirement		-5,940.34	
Liability Check	10/31/2018		Боргания		-57,721.25	-57,721.2
	hecks and Payme				0.00	0.0
Depos	its and Credits - 2	, nems	Regence - Life Insur	1 1 2	0.00	11,113.
Bill Pmt -Check	09/15/2018	i	Legation Endition		11,113.21	11,140.
Deposit	10/30/2018	3			11,113.21	11,113.
	Deposits and Credi				· • • • • • • • • • • • • • • • • • • •	

3081001 · 308.10.01 Cash TimberLand Bank, Period Ending 10/31/2018

Туре	Date	Num	Name	Clr	Amount	Balance
Register Balance as	of 10/31/2018				-18,531.01	45,773.39
	tions nd Payments - 1 Iter 11/08/2018	n '	QuickBooks Payroll		-12,204.68	-12,204.68
Liability Check 11/08/2018 Total Checks and Payments				-12,204.68	-12,204.68	
Total New Tra					-12,204,68	-12,204.68
Ending Balance	anadolono				-30,735.69	33,568.71



Page 1 of 5

10/31/2018

THURSTON CONSERVATION DISTRICT 2918 FERGUSON ST SW STE A BLDG 1

TUMWATER WA 98512

CYCLE-030

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****06554

PREVIOUS STATEMENT BALANCE AS OF 09/30/18 PLUS 13 DEPOSITS AND OTHER CREDITS LESS 49 CHECKS AND OTHER DEBITS LESS MAINTENANCE FEE CURRENT STATEMENT BALANCE AS OF October 31, 2018 NUMBER OF DAYS IN THIS STATEMENT PERIOD: 31	64,304.40 111,812.92 83,735.89 0 92,381.43
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------

*** CHECK TRANSACTIONS ***

	Serial	Amount	Date	Serial	Amount	Date	Serial	Amount
Date			_	19775	184.67	10/22	19786	100.00
10/10	19762 *	610.00	10/02		236.86	10/17	19787	1,200,00
10/02	19763	4,338.46	10/02	19776		•	19788	52.70
10/05	19764	370.64	10/09	19777	309.26	10/22		72.00
	19765	31.41	10/04	19778	42.22	10/16	19789	
10/04			10/05	19779	577.00	10/16	19790	28.69
10/02	19766	2,000.00	•	19780	1,467.00	10/16	19791	182.32
10/02	19768 *	225.00	10/04		1,877.00	10/22	19792	5,550.00
10/03	19769	161.26	10/04	19781		10/18	19793	353.23
10/03	19770	38.10	10/01	19782	1,000.00	••••		1.038.00
•	19772 *	170.00	10/29	19783	3,950.00	10/18	19794	-,
10/04		50.70	10/19	19784	108.00	10/18	19795	10.00
10/09	19773			19785	1,957.00	10/15	19796	500.00
10/03	19774	262.92	10/17	19/00	1,557.00	1		

(*) Asterisk denotes skip in check sequence

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

		Amount
Date 10/09 10/09 10/09 10/10 10/11 10/15 10/16	Description AC INTUIT PAYROLL S QUICKBOOKS AC InstaMed REGENCE BL. AC INTUIT PAYROLL S QUICKBOOKS AC WA DEPT REVENUE TAX PYMT AC INTUIT PAYROLL S QUICKBOOKS AC IRS USATAXPYMT AC WA DEPT RET SYS DRS EPAY AC WA DEPT RET SYS DRS EPAY	Amount 529.52 3,274.62 10,775.35 204.77 1,023.13 3,655.04 15.00 6,139.72 1,324.58
10/16 10/17 10/18	AC WA DEPT RET STS DRS LEAT AC STATE OF WA ESD ESD ACH 6 AC IRS USATAXPYMT	1,324.58 165.39

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Page 2 of 5

10/31/2018

THURSTON CONSERVATION DISTRICT 2918 FERGUSON ST SW STE A BLDG 1

TUMWATER WA 98512

*****6554

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

	P	Amount			
Date	Description	565.10			
10/24	AC LABOR&INDUSTRIES L&I ELF	11,090.54			
10/24	AC INTUIT PAYROLL S QUICKBOOKS	3,259.58			
10/25	AC IRS USATAXPYMT	5.00			
10/26	RETURNED DEPOSIT ITEM FEE	12,639.11			
10/26	RETURNED CHECK DEBIT 1051 THE	/ • • • • • •			
	CONSERVATION CONNECTION	15.00			
10/26	AC WA DEPT RET SYS DRS EPAY	13,00			
	*** DEPOSITS ***	<u> </u>			
		Amount			
Date	Description	1,255.86			
10/01	CK Deposit	51.01			
10/04	Maras Backpay M0417 July and A	290.94			
10/05	CK Deposit	1,877.00			
10/09	CK Deposit	355.40			
10/10	AC TCTREASURER 1104 CTTYREMIT	77.07			
10/11	Nicoles Shellfish Backpay Jul	357,06			
10/11	Nicoles Shellfish Backpay Mar	47,600.00			
10/12	AC WA ST SCC VENDOR PAY	25,384.63			
10/15	AC WA ST SCC VENDOR PAY	10,772.37			
10/17	September Shellfish Vouchers	12,639.11			
10/18	CK Deposit	9,133.42			
10/19	AC WA ST SCC VENDOR PAY	2,019.05			
10/29	CK Deposit	2,013.03			

*** BALANCE BY DATE ***

	m_l	Date	Balance	Date	Balance	Date	Balance
Date 09/30 10/04 10/11 10/17 10/24	Balance 64,304.40 53,576.37 38,808.85 107,491.50 110,231.07	Date 10/01 10/05 10/12 10/18 10/25	64,560.26 52,919.67 86,408.85 118,563.99 106,971.49	10/02 10/09 10/15 10/19 10/26	57,575.27 39,857.22 107,638.44 127,589.41 94,312.38	10/03 10/10 10/16 10/22 10/29	57,112.99 39,397.85 101,200.71 121,886.71 92,381.43

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



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Thurston Conservation District Reconciliation Summary Wells Fargo, Period Ending 10/18/2018

	Oct 18, 18
Beginning Balance Cleared Transactions Charges and Cash Advances - 21 Items Payments and Credits - 2 Items	8,864.76 -1,067.25 1,500.00
Total Cleared Transactions	432.75
Cleared Balance	8,432.01
Uncleared Transactions Charges and Cash Advances - 1 item	-28.72
Total Uncleared Transactions	-28.72
Register Balance as of 10/18/2018	8,460.73
New Transactions Charges and Cash Advances - 7 Items	-1,095.28
Total New Transactions	-1,095.28
Ending Balance	9,556.01

Wells Fargo, Period Ending 10/18/2018

Time	Date	Num	Name	Cir	Amount	Balance
Type Beginning Balance						8,864.76
Cleared Transa	rtions					
Cleated Hansa	d Cash Advance	s - 21 Items			200 42	-209.48
Charges and	09/14/2018		Forestry Supplies	Х	-209.48	-347,45
Credit Card Charge	09/14/2018	8438	Harbor Freight	Х	-137.97	-410.59
Credit Card Charge	09/14/2018	0.100	Crains Office Supply	X	-63.14	
Credit Card Charge			Women in Agriculture	Х	-64.08	-474.67
Credit Card Charge	09/18/2018		Island Enterprise	X	-40.00	-514.67
Credit Card Charge	09/18/2018	8495	Target	Х	-7.02	-521.69
Credit Card Charge	09/18/2018	8490	US Postal Service	X	-33.50	-555.19
Credit Card Charge	09/20/2018		Sunbird	X	-25,28	-580.47
Credit Card Charge	09/21/2018	0.105	=	X	-10.59	-591.06
Credit Card Charge	09/21/2018	8465	UPS	x	-4.35	-595.41
Credit Card Charge	09/21/2018		Fred Meyer	x	-96.09	-691.50
Credit Card Charge	09/25/2018		Terry's Automotive	x	-9.76	-701.26
Credit Card Charge	10/01/2018	8470	UPS	v.	-13.46	-714.72
Credit Card Charge	10/02/2018	8430	Trader Joes	Š	-26.60	-741.32
Credit Card Charge	10/03/2018	8430	Farm Fresh Market	X X X X	-11.98	-753.30
Credit Card Charge	10/04/2018	8473	UPS	X		-761.95
	10/04/2018	8430	Haggen	X	-8.65	-816.40
Credit Card Charge	10/07/2018		T Sheets	Х	-54.45	-956.40
Credit Card Charge	10/09/2018	8472	Island Enterprise	Х	-140.00	-960,40
Credit Card Charge	10/17/2018	8495	City of Olympia	Х	-4.00	
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Total Cleared	Transactions				432.75	432.75
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Total Char	ges and Cash Ad	ivances				-28,72
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Register Balance as	s of 10/18/2018				-404.03	8,460.73
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Edgar Ooms

C: 360-359-6624

edgar.ooms@connorn.com

PROFESSIONAL EXPERIENCE

CONNOR N COPRORATION (formerly CONNOR NV, LLC)

Manager through Vice President Reno, NV

2009 - Current

- Managed and led in excess of 200 complex royalty and licensing compliance audits, internal control, system and process compliance reviews, and fraud investigations in 35 countries
- Industries served include; semiconductor, consumer electronics, software and biotech, with a focus on audio – and video compression technologies
- Developed a license compliance tool to support the compliance process for a Fortune 500 client
- Provided fact witness testimony at deposition(s) for several licensing compliance cases
- Provided expert witness testimony for several licensing compliance cases

ERNST & YOUNG LLP

Senior/Manager Contract Risk Services (CRS) Seattle, WA 2005 - 2009

- Managed and led over 50 complex royalty and licensing compliance audits, internal control, system and process compliance reviews, and fraud investigations
- Managed the two (2) multi-year global compliance projects for a Fortune Global 500 company
- Developed and directed data analysis of royalty transactions and billing data records on inspections of several Fortune 100 companies

ROYAL BANK OF SCOTLAND GROUP PLC / ALCREDIS FINANCE

Senior Financial Analyst through Manager Risk The Netherlands

1999 - 2005

- Established, implemented and monitored fraud prevention, credit risk policies and internal control procedures
- Developed and managed a risk assessment framework to evaluate customers
- Developed and implemented a Fraud Detection System and developed the risk and control framework covering regulatory and contractual requirements
- Coordinated and managed multiple teams, ranging from 2 to 21 staff through managers

EDUCATION

Bachelor of Business Administration (with concentration in Accounting/Finance and Law), University of Arnhem, The Netherlands

Post Graduate Courses, Internal Audit and Corporate Governance, National Institute of Business Excellence, The Netherlands

PROFESSIONAL TRAINING/CERTIFICATION

- CFE
- GAGAS
- ISBW Legal Aspects for Enterprises

LANGUAGES

· Dutch (native), German



Thurston Conservation District

RESOLUTION

Resolution #2018-06
Subject: Contract of an Independent Auditor

Whereas, Given the loss of general funding from the Conservation Commission, it is of critical importance that the Thurston Conservation District review its fiscal situation; **And,**

Whereas, Because there has been staff turnover, especially including the accounting staff and senior management staff, the Board of Supervisors believes that there is uncertainty as to the fiscal situation known and report to the Board; **And,**

Whereas, an auditor/forensic accountant, Edgar Oombs (CV attached), has agreed to donate his time and expertise to conduct a fiscal review of the Thurston Conservation District and report his findings to the Board of Supervisors; And,

Hereby be it resolved:

The Thurston Conservation District shall accept the donated time and expertise of Edgar Oombs and will receive and review the fiscal report he prepares through his efforts; and To facilitate this effort, the staff of the Thurston Conservation District shall cooperate with Edgar Oombs and shall give him any and all fiscal, budget, and operational information he requests during his fiscal review and report work.

Passed by a vote of the Thurston Conservation Distri	ct Board of Supervisors:
Signed, Eric Johnson Board of Supervisors Chair	Date

Tab 2



Board of Supervisors Monthly Board Meeting Minutes Tuesday, June 26, 2018 (2:00pm)

Present at Meeting:

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Eric Johnson, TCD Board Chair Richard Mankamyer, TCD Board Auditor Paul Pickett, TCD Board Supervisor Linda Powell, TCD Board Vice-Chair

Alison Halpern, WSCC TJ Johnson, Public Martin McCallum, Public

15 Esther Kronenberg, Public 16

Dan Calvert, PSP

Sarah Moorehead, TCD Interim Executive Director Heather Roskelley, TCD Staff

Chris Stearns, TCD Associate Board Supervisor

Shana Joy, WSCC Joe Hanna, TCAAC

Madeline Bishop, Public

Vickie Larkin, Thurston BoCC Gary Edwards. Thurston BoCC

Action Items:

1. Staff to submit June 19 Subcommittee meeting notes as minutes

- 2. Staff to send RFP to employment law firms and solicit proposals; Sarah will also provide courtesy copy to Enduris and invite commentary
- 3. Board Chair to review and sign minutes provided at meeting so they can be published on website in compliance with Action Plan
- 4. Staff to send out Doodle poll to change Board meeting date in August because of conflict with USFWS meeting in Boise (August 28)
- 5. Staff to ask for public meeting guidance for Supervisors from Attorney General's office
- 6. Staff to put DOH Grant on July 31 agenda for discussion and provide two hard copies for Supervisors
- 7. Staff will email quarterly payroll and staff reports to Board
- 8. Staff to send Doodle poll to Supervisors to schedule Work Session mid-July sometime between 3-
- 9. Staff to provide revised mid-year budget with additional information to Supervisors
- 10. Richard will contact HR temp agencies to hire a temp and will provide recommendations to Board during Work Session in mid-July
- 11. Staff to provide entire contract for WRIA 13 Lead Entity as hard copies for approval during July 31 Board meeting
- 12. Staff will provide Chehalis Outreach meeting announcements
- 13. Travel Policy to be discussed by Board in July Work Session
- 14. Linda will attend a staff meeting (date TBD) to co-create Code of Conduct with staff
- 15. Staff to put policy updates in books

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

- Eric Johnson called the meeting to order at 2:09pm. There was a quorum.
- Welcome, Introductions, & Pledge of Allegiance conducted
- Chair announced meeting is audio recorded

2. Public Comment (3 minutes per person)

- Persons who provided public comment:
 - o TJ Johnson
 - o Joe Hanna

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54 3. Agenda Review, All

- Include Supervisor Reports in Partner Reports 6D
- Include quarterly payroll and staff reports in Financial Report 8E
- Paul made a motion to move the Executive Session Statement earlier in the meeting. No second.
- VSP Technical Support MOU Addendum (B) and CREP Assignment of Payment Forms (C) under Conservation Projects are tabled to July 31 Board meeting
- Add Chehalis Outreach Grant Work Addendum to Conservation Projects as -11D
- Discuss potential OPMA violations 9B
- Discuss HR/legal services as it relates to budget 10B
- Move #15 Protocol for Supervisor Requests to 13B

4. Board Officer Elections, All

Table until July 31 Board Meeting

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5. HR/Legal, Sarah Moorehead

A. HR/Legal Subcommittee Report

- At subcommittee meeting, there was discussion about whether to move forward with attorney first
- Sarah provided the names of two additional employment law firms in the Olympia area;
 they provide free initial consultation
- Pierce CD has an interest and the capacity to provide some HR support after legal issues are resolved
- Need to have budget discussion to decide whether we can afford legal or HR services

B. Legal Services RFP

- Paul moved to use Richard's version of RFP and solicit proposals from employment law firms. Linda seconded. Unanimous approval with the following amendments:
 - Line 5: Thurston Conservation District Board of Supervisors (BoS)
 - Lines 11 & 18: Mailed, hand-delivered or emailed to: Board Chair and Acting Executive Director
 - Page 3, Scope of Services, Description a, Line 77: Act as general legal counsel to the TCD's Board of Supervisors

AI – Staff to submit June 19 Subcommittee meeting notes as minutes

Al – Sarah to send RFP to employment law firms and solicit proposals; Sarah will also provide courtesy copy to Enduris and invite commentary

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6. Partner Reports

- A. NRCS No Report
- B. WSCC, Shana Joy
- Introduced new Puget Sound Regional Manager, Alison Halpern
- WSCC meeting July 18 and 19 in Shelton at Little Creek Casino and Resort; Mason CD tour
- WSCC has concluded their investigation of TCD; drafting final report; report should be available soon
- Livestock technical assistance WSCC is asking more questions of each CD so they can track funding
- Thurston CD will be audited this year to be reimbursed through grant money; each district is audited every three years
- Legal requirements for TCD still have 4 different elements not in compliance with Conservation Accountability and Performance Program (CAPP - handout): open public meetings act; keeping public informed through minutes; adherence to labor laws; unresolved Human Rights Commission complaints
- Shana will be reporting CDs in red (TCD) to the Commission and they make decision; there is a new CAPP program so she is not sure what they will do

- 107 It is up to TCD to provide evidence that they have complied by July 18
 - Shana mentioned that it's OK to not post minutes for a couple of months, but not beyond two months
 - C. **WACD/NACD** Doug Rushton was not able to attend June 26 Board meeting but provided handouts that were included in Board Packet

D. Supervisor Meetings

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- Eric and Richard have attended US Fish and Wildlife Service meetings; they would like to attend a meeting in Boise on August 28 that addresses how landowners are handling easements; other issues are problems with endangered species and making the building permit process easier
- Meetings with Partners in Conservation

Al – Board Chair to review and sign minutes provided at meeting so they can be published on website in compliance with Action Plan

Al – Sarah to send out Doodle poll to change Board meeting date in August because of conflict with USFWS meeting in Boise (August 28)

Letter from Eric Johnson and his attorney read by Richard Mankamyer

 Letter states that closed door sessions are legal to discuss employees including Acting Executive Director; final action may be taken in public meeting

Al - Staff to ask for public meeting guidance for Supervisors from Attorney General's office

Handout - Statement of Paul Pickett

- Re: sending emails for discussion to other Board Supervisors
- In the future, it is recommended that all Supervisors use bcc (blind copy) when communicating by email so that they can't all reply and create a discussion
- In addition, Shana advised not putting anything in email that's to do with Executive Session

Handout - Statement of Paul Pickett and Doug Rushton

 Because of potential legal liability regarding the June 7th Special Meeting Executive Session, Paul Pickett and Doug Rushton issued a statement

7. Board Meeting Minutes Review, All

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

Linda moved to approve minutes as amended in work session. Richard seconded. Eric, Richard, and Linda approved. Paul abstained. Motion passed.

B. May 29, 2018 Regular Meeting & Work Session minutes

Paul moved to approve minutes as amended in work session. Linda seconded. Unanimous approval.

C. June 7, 2018 Special Meeting & Work Session minutes

Paul distributed minutes through Sarah with his edits.

- o Edits 64-69 OK
- o Remove 70
- o Edits 80-82 OK
- o Take out D

D. February 27, 2018 Regular Meeting minutes

Linda moved to approve as amended. Richard seconded. Eric, Richard, and Linda approved. Paul abstained. Motion passed.

Lines 79-81 – put on agenda for July 31 Board meeting

8. Financial Report

A. Monthly Financial Report

- If Richard would like different information provided, Sarah will implement
- Staff birth dates to be removed from Regence invoice/statement

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B. May Check Register

■ Paul moved to approve checks 19602-19642 totaling \$104,171.78 with voided checks 19604, 19626, 19638. Linda seconded. Unanimous approval.

Break at 3:54pm. Meeting resumed at 4:07pm.

C. DOH Grant

- Ready for signature; Sarah emailed it to Supervisors during previous week (54 pages)
- \$300,000 total
- Approved in 2018 annual budget; through March 31, 2020
- Provides for technical assistance working with school and urban gardens, farm tours, beginning farming training programs, riparian programs
- Two hard copies requested for Supervisors

Al – Staff to put DOH Grant on July 31 agenda for discussion and provide two hard copies for Supervisors

D. Quarterly Payroll and Staff Reports

Al – Sarah will email quarterly payroll and staff reports to Board

Linda moved to have Work Session scheduled mid-month to handle routine items and place them on consent calendar. Paul seconded. Unanimous approval.

Al – Staff to send Doodle poll to Supervisors to schedule Work Session mid-July sometime between 3-6pm or 5-8pm

9. Executive Session Statement

- A. Paul Pickett read statement earlier (refer to 6D)
- B. Potential OPMA violations

It was decided that emails sent by Paul and Doug were not in violation as they were not reply all; as mentioned earlier in this meeting, it is best to blind copy other Board Supervisors or send to Sarah and she will distribute

10. Mid-Year Budget Revision, All

A. Budget and 2018 Mid-Year Staffing Needs

- Supervisors concluded they need more information to make budget decisions
- TCD can subcontract out to Pierce, King, Mason and other districts; However, permanent staff are needed to fulfill grant commitments; TCD needs to retain staff
- Union labor negotiator will be contacting Board through Sarah

B. HR/Legal Services

- Richard will provide recommendations to Board mid-July during Work Session
- Shana Joy noted that TCD policy states the hiring is done by the permanent or acting executive director, not Board Supervisors. TCD needs to know if there is budget to hire HR and/or legal services.
- Paul stated that the Board did not know where the money was to fund the position; he
 would like to see a better budget first to ensure that the Board is doing this the right way
 and not the wrong way
- Sarah shared concerns about operating against TCD policy and the Board authorizing expenses of unknown amounts. She recommended first ensuring there is sufficient funding available and second following the District's policy on hiring staff.
- Eric stated the HR position would not be supervised by Sarah and it was authorized by the Board to contract an HR position

223	 Staff recommendation is to approve this second half blennium contract with RCO (July 1,
224	2018 – June 30, 2019) and authorize the TCD Board Chair or Interim Executive Director to
225	sign the final contract document upon receipt
226	 Billable time starts July 1
227	 Final contract not yet available
228	 Shana advised Board to vote to approve at July 31 Board meeting and backdate it to July
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230	 Board would like entire contract (as hard copies) to be provided for approval
231	 Board Chair stated that there is to be no monetary expenditure by staff until contract is
232	signed
233	B. VSP Technical Support MOU Addendum - Tabled
234	C. CREP Assignment of Payment Forms – Tabled
235	D. Chehalis Outreach Grant Addendum
236	 Staff working on this: Sarah, habitat team, education and outreach staff
237	 Chehalis Basin Strategy work – Skookumchuk – interested in working lands easements;
238	flood mitigation, aquatic species restoration work; making sure that landowners have a
239	seat at the table; Kathleen Berger has been a big advocate for landowners
240	 Paul moved to approve Chehalis Outreach Grant addendum. Linda seconded.
241	Unanimous approval.
242	Al – Staff to provide entire contract for WRIA 13 Lead Entity as hard copies for approval
243	during July 31 Board meeting
244	Al – Stop work on WRIA 13 Lead Entity contract effective July 1 until contract is signed
245	Al – Staff will provide Chehalis Outreach meeting announcements
246	
247	12. Rates & Charges, Sarah Moorehead
248	Preparation for Board of County Commissioner's Briefing
249	 Meeting on June 27 9:30am-10am; second meeting scheduled for July 18 2:30pm-3pm in
250	case more time is needed
251	 County has been supportive; all individuals who spoke at May 10 Public Hearing were
252	supportive
253	40 D. C. TOD Occurred Action Diam and Ductocal for Computing Bodycota, All
254	13. Review of TCD Governance Action Plan and Protocol for Supervisor Requests, All
255	A. Action Plan Discussion
256	 Action Plan items – some have been accomplished and noted
257	Travel Policy has not been approved On the of Conduct needs to be exected. Enducie' Code of Conduct cont by Shane in January.
258	Code of Conduct needs to be created; Enduris' Code of Conduct sent by Shana in January 2018 for references decided that are Board member. Linda, will offend a staff meeting to
259	2018 for reference; decided that one Board member, Linda, will attend a staff meeting to
260	co-create Code of Conduct with staff
261	B. Protocol for Supervisor Requests

Eric moved to authorize Board Auditor to contract with a qualified HR person through a

temp agency who reports back to the Auditor and the Board. Linda seconded. Eric,

This is the next contract with RCO to continue TCD's commitment to operate as the fiscal

AI – Staff to provide revised mid-year budget with additional information to Supervisors

Linda, Richard approved. Paul objected. Motion Passed.

recommendations to Board in Work Session mid-July

11. Conservation Projects, All

A. WRIA 13 Lead Entity Contract Renewal

agent for the WRIA 13 Lead Entity

AI - Richard will contact HR temp agencies to hire a temp and will provide

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262 263	 Between meetings there are requests; Interim Executive Director can either 1) provide answer fairly quickly, 2) set a time frame for deliverable, or 3) defer to discussion in
264	meeting because request requires extensive time commitment
265	 Sarah gets conflicting direction from Supervisors; need a broader discussion on priorities
266	- how best to prioritize from a collective Board with one voice
267	Al - Travel Policy to be discussed by Board in July Work Session
268	Al - Linda will attend a staff meeting (date TBD) to co-create Code of Conduct with staff
269	
270	14. Review of Policies & Procedures
271	Al – Staff to put policy updates in books
272	
273	15. <u>Adjourn</u> , All
274	Paul moved to adjourn. Linda seconded at 6:33pm. Unanimous approval.
275	The state of the s
276	Respectfully Submitted,
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280	Eric Johnson, Board Chair



Board of Supervisors Special Meeting Minutes Tuesday, July 24, 2018 1:30pm

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Present at Meeting:

Ben Peterson, WFSE

Eric Johnson, TCD Board Chair Richard Mankamyer, TCD Board Auditor Doug Rushton, TCD Board Supervisor Linda Powell, TCD Board Vice-Chair Paul Pickett, TCD Board Supervisor Steven W. Morrison, Public Paula Holroyde, Public

Sarah Moorehead, TCD Interim Executive Director Alison Halpern, WSCC Melinda Holman, Public Jerry Dierker, Public Tony Wilson, Public

Action Items:

- 1. Staff to explore with the Attorney General's office possible representation with the Arthur West
- 2. Board Supervisors and staff to review legal services RFP submissions at July 31st Board meeting (or on potentially rescheduled date in August)

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

- Eric Johnson called the meeting to order at 1.31pm. 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:
 - o Steven W. Morrison
 - o Tony Wilson
 - o Jerry Dierker
 - o Arthur West

3. Agenda Review, All

- Sarah requested discussion of the documents received to date in response to the legal services RFP as well as an email from Ann Essko, Senior Counsel with the Office of the Attorney General - Ecology Division and receipt of the Notice of Appearance by the State of Washington
- Doug stated that the agenda was not discussed between Chair and other Board Supervisors and the Board Chair needs to ensure this happens in the future; Chair is to work collaboratively with the other Supervisors and agenda is then formalized by staff

4. Discuss a contract for legal services to respond to and answer the notice served to the District regarding Notice of Appearance, State of Washington Thurston county Superior Court No. 18-2-03305-34 dated July 12, 2018:

- Clarification regarding Notice of Appearance and the State of Washington; the State filed a Notice of Appearance, which does not extend to the District or to any of the District's Supervisors
- Doug motioned to have staff explore with the Attorney General's office representation with this lawsuit to be considered at a future meeting. Paul seconded. Unanimous approval.

- Only the State of Washington has been served; Thurston Conservation District and the individual Supervisors named in the lawsuit – Eric, Richard, and Linda – have not been served
- The Board has 20 days after they've been served to respond
- Alison Halpern noted that TCD hasn't received all of the legal services RFPs deadline is July 27 – so there is no ticking clock and TCD might have the Attorney General's office provide representation
- Doug motioned to stick to agenda topics and look at RFP submissions at July 31st Board meeting since there is no need for an attorney at this time. Paul seconded. Unanimous approval.
- Paul wants his printed documents to be included in record because they are relevant to legal process for hiring contract workers

Al - Staff to explore with the Attorney General's office possible representation with the Arthur West lawsuit

Al – Board Supervisors and staff to review legal services RFP submissions at July 31st Board meeting (or on potentially rescheduled date in August)

5. Adjourn, All

Eric moved to adjourn. Linda seconded at 2:11pm. Motion passed.

Respectfully Submitted,

Eric Johnson, Board Chair



Eric Johnson, TCD Board Chair

Richard Mankamyer, TCD Board Auditor

Paul Pickett, TCD Board Supervisor

Doug Rushton, TCD Board Supervisor

Ben Cushman, Deschutes Law Group

Present at Meeting:

Alison Halpern, WSCC

Julianne Noole, Public

Lee Riser, Public

Max Phipps, WFSE

Board of Supervisors Work Session Minutes Tuesday, October 30, 2018 1pm - 2pm

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30 31 Respectfully Submitted,

Eric Johnson, Board Chair

Linda Powell, TCD Board Vice-Chair Sarah Moorehead, TCD Interim Executive Director Tom Salzer, NCDEA Patricia Harrigan, Public Susan Simon Bredensteiner, Public Jimmie Brown, Public Amy Shier, Public Mark Hamilton, WFSE Stuart Smith, Public

Action Items:

None

Meeting not audio recorded

- 1. Review October 30th Board Meeting Packet, All
 - Supervisors & Staff reviewed agenda items to allow questions/discussions prior to Monthly Board
 - No formal Board action was taken



Board of Supervisors Regular Board Meeting Minutes Tuesday, October 30, 2018 (2:00pm)

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3. Agenda Review, All

Present at Meeting: Eric Johnson, TCD Board Chair Sarah Moorehead, TCD Interim Executive Director Richard Mankamyer, TCD Board Auditor Heather Roskelley, TCD Staff Doug Rushton, TCD Board Supervisor Paul Pickett, TCD Board Supervisor Linda Powell, TCD Board Vice-Chair Ben Cushman, Deschutes Law Group PLLC Chris Stearns, Associate Board Supervisor Alison Halpern, WSCC Patricia Harrigan, Public Tom Salzer, NCDEA Melinda Holman, Public Susan Simon Bredensteiner, Public Mike Holly, Public Pam Pride, Public Noll Steinweg WDFW Barbara Anderson, Public Bryson Bristol, SAO Ben Peterson, WFSE Tim Thorp, WFSE Jeff Swotek, NRCS Elena Guilfoil, WFSE Matt Zuviln, WFSE

Action Items:

- 1. Ben Cushman and Paul Pickett will review minutes templates and discuss policy and report back with findings and recommendations at next Board meeting
- 2. Eric to sign all approved minutes before November 29 and to provide a signing statement for any that he does not sign
- 3. Staff to provide a report at November meeting on how to minimize the effect of reduced funds to the District's staff, finances, function, and products
- 4. Staff to send signed and approved letter to Office of the Washington State Auditor to commence 2018 audit; Sarah to notify Supervisors a minimum of seven (7) days ahead of audit so that they can attend
- 5. Staff to send approved letter and a letter of funding appeal from Ben Cushman to WSCC Commissioners
- 6. Staff to send approved letter with Linda's signature to WFSE Union

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

- Eric Johnson called the meeting to order at 2:07pm. There was a quorum.
- Welcome, Introductions, & Pledge of Allegiance conducted
- Chair announced meeting is audio recorded

2. Public Comment (3 minutes per person)

- Persons who provided public comment:
 - o Nora White
 - o Stephanie Bishop
 - o Nicole Warren
 - o Tom Salzer
 - o Patricia Harrigan
 - o Greg Devereux
 - o Lee Riser
 - o Paula Holroyde
 - o Representative Laurie Dolan
 - o Jeanne Janecki

- Reschedule November and December Board meetings #7D
- Discussion of TCD Letter of Support for WSCC budget request to Governor's office #7C
- Discuss June and July minutes #4E
- After #5G Third Party Auditor discussion discuss #8A (Update on Rates and Charges) and #10A (Resolution #2018-04: TCD Governance Study)
- After #10, have #11 be discussion of Paul Pickett authorizations and community outreach

4. Board Meeting Minutes Review, All

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104 105 A. August 20, 2018 meeting minutes; September 25, 2018 meeting and work session minutes

Doug motioned to approve all three minutes with edits as discussed in Work Session. Linda seconded. Unanimous approval.

C. Review of new minutes template and policy

- Attorney Ben Cushman and Paul Pickett will review minutes templates and discuss policy and report back with findings and recommendations at next Board meeting
- Potential Process: Discuss minutes during Work Session; AED edits and prints revised minutes to be approved during Board meeting

D. Discussion of past Board meeting minutes

- Ben Cushman recommended that Eric sign all approved minutes before November 29; if Eric has a problem with any of the minutes, he should provide a signing statement
- A folder of approved minutes that have not been signed were given to Eric during meeting

E. Rescheduling of November and December meetings

- Board rescheduled November 27th Board meeting to November 15th
- The rescheduling of December meeting to be discussed during November meeting

Al – Ben Cushman and Paul Pickett will review minutes templates and discuss policy and report back with findings and recommendations at next Board meeting Al – Eric to sign all approved minutes before November 29 and to provide a signing statement for any that he does not sign

5. Financial Report, Sarah Moorehead

A. Monthly Financial Report

Sarah introduced the new TCD accounting manager, Susan Shelton

B. October Check Register

Doug moved to approve checks 19762-19783 totaling \$59,966.49 with no voided checks. Paul seconded. Unanimous approval.

C. Year End Budget Strategy

- Susan discussed actions undertaken to remain within budget given WSCC's cessation of funding as of October 11 including: Return of State vehicles by Nov. 1; General suspension of equipment and soil testing programs with exceptions; limiting AED's time with administrative duties; reduced IT support from WSU extension service; delaying fulfillment of PDR requests until 2019; allocating accounting and admin staff time to grants rather than unrestricted funs
- Susan made presentation regarding status of budget through early 2019. Bank balance is \$59,000 as of November 1. TCD will have sufficient funds through March 2019. Three budget scenarios were shown with the assumption that Rates and Charges are approved and WSCC funding restored.

D. Reduction in Force (RIF) Motion

106	Richard introduced a motion proposing a Reduction in Force (handout), specifically
107	calling for an elimination of the position of Deputy Director and a potential placement of
108	remaining staff into lower rated positions. Linda seconded.
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110	Paul proposed a friendly amendment stating that the TCD Board's intent is to eliminate
111	the title of Deputy Director and to have a report in the November meeting on how to

AI – Staff to provide a report at November meeting on how to minimize the effect of reduced funds to the District's staff, finances, function, and products

minimize the effect to the District's staff, finances, function, and products. Doug

Break at 4:25pm. Meeting resumed at 4:37pm.

E. Equipment Rental & Soil Testing Programs

seconded. Unanimous approval.

- Eric would like programs to be reinstated
- Sarah noted these programs are covered by specific grants and Rates and Charges and are thus limited at this time.

F. VSP MOU Update

Doug motioned to have the VSP work agreement between Grays Harbor CD and Thurston CD approved. Linda seconded. Unanimous approval.

G. 2018 Audit Engagement Letter

Doug motioned to approve the letter to the Office of the Washington State Auditor and directed the Acting Executive Director to notify the Board in no less than seven (7) days from when the audit will take place so that Supervisors can attend. The TCD Board approved \$5,700 for the cost of the audit. WSCC will pay the balance up to \$10,000. Linda seconded. Vote: Doug, Linda, Paul, and Eric approved; Richard opposed. Motion passed.

Al – Staff to send signed and approved letter to Office of the Washington State Auditor to commence 2018 audit; Sarah to notify Supervisors a minimum of seven (7) days ahead of audit so that they can attend

H. Update on Rates and Charges

 Thurston County BoCC meeting will be on Tuesday, November 6th, 10am-11am, to further discuss Rates and Charges.

I. Third Party Auditor Discussion

- A resolution to accept the donated time and expertise of an auditor/forensic accountant, Edgar Ooms, was written up by Ben Cushman (handout) and presented by Linda
- Sarah recommended reviewing State accountability audit upon completion and then
 potentially have a third party delve in deeper on certain issues; Sarah recommends
 having a thorough contract if a third party auditor such as Mr. Ooms is contracted to do
 this work
- Attorney Ben Cushman will get Mr. Ooms' CV; Ben noted there is a difference between a forensic and a governance auditor; Mr. Ooms is a forensic auditor

J. Review of TCD Governance Action Plan, All

A. Resolution #2018-04; TCD Governance Study

 Paul: Approval of this resolution would show intent to WSCC that if Thurston CD gets this money, TCD will do everything it can to provide accountability

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Paul motioned to approve Resolution #2018-04 with revisions as discussed in meeting. Doug seconded. Unanimous approval.

Enduris raised their rate to \$14,000 and wanted payment by October 31. Ben Cushman recommended paying for insurance and shopping around in the meantime.

6. <u>Discussion of Public Employee Sarah Moorehead</u>, Eric Johnson

- Ben Cushman recommended that the letter of reprimand in the Board packet be presented as a proposed letter to be fully considered at next Board meeting followed by a formal response from Sarah
- Ben stated there needs to be a process in place before formal disciplinary action is taken; TCD should develop formal disciplinary procedure for management in future

7. Review of Conservation Accountability and Performance Program (CAPP), Eric Johnson

A. Adoption of CAPP Action Plan, All

Paul motioned to have the Conservation Accountability and Performance Program (CAPP) Action Plan approved with amendments including potential training with collective bargaining and Robert's Rules of Order. Linda seconded. Unanimous approval.

Doug motioned to have approved minutes posted without public comments by November 29 but all meeting materials and communications will be preserved as public record and retained by TCD. Linda seconded. Unanimous approval.

B. Discussion of WSCC Funding Appeal

Paul motioned to have letter to WSCC Commissioners approved as well as a letter of funding appeal from Ben Gushman. Linda seconded. Unanimous approval.

Al – Staff to send approved letter and a letter of funding appeal from Ben Cushman to WSCC Commissioners

8. 2019 District Funding

- A. Discussion of Grant: Dept. of Health (revised)
 - Eric has issues with FarmLink in grant

Paul motioned to have Department of Health grant approved. Doug seconded. Vote: Doug and Paul approved. Richard, Eric, and Linda opposed. Motion did not pass.

B. Discussion of Grant: Department of Ecology

Doug motioned to have Department of Ecology grant approved. Paul seconded. Vote: Doug approved. Richard and Eric opposed. Linda and Paul abstained. Motion did not pass.

Eric left meeting at 7:48pm. TCD Board Vice-Chair Linda Powell assumed Chair duties.

9. Letter to WFSE Union re: Negotiations Request

Doug motioned to approve letter with amendments and Linda's name replacing Eric's name. Paul seconded. Vote: Linda, Richard, and Doug approved. Paul abstained. Motion passed.

Al – Staff to send approved letter with Linda's signature to WFSE Union

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213	10. <u>Adjourn</u> , All
214	Richard moved to adjourn. Linda seconded at 7:58pm. Unanimous.
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216	Respectfully Submitted,
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220	Fric Johnson Board Chair



Tab 3

1.3.1 Delegation of Authority to Acting Executive Director 1 2 Established: January 9, 2018 Updated: November 15, 2018 3 4 5 6 This document describes functions, responsibilities, and expectations the Thurston Purpose: 7 Conservation District (TCD) Board of Supervisors delegates to TCD's Acting Executive 8 Director (AED). 9 Acting Executive Director (AED) is the interim chief executive of the TCD, acting 10 **Definitions:** under the direction of and approved by the Board of Supervisors (Board), with 11 responsibility for District activities, including but not limited to: 12 13 1. Overall management, supervision of district programs and employees, and satisfaction of 14 district clients, partners, and the general public in consultation and communication with the 15 16 17 2. Implementation of the district mission, annual and strategic plans, policies and budget in a timely and efficient manner. 18 3. Coordination and/or development of sufficient financial resources to fund district programs. 19 4. Engagement of programs and partners that further the mission of the district. 20 5. Ensuring all district functions and services are managed and provided in accordance with all 21 applicable laws, regulations, and district policies. 22 23 Generally, the Board will make policy-level decisions by motion or by resolution in its regular 24 meetings. Generally, the AED will design and implement procedures to carry out those policies, with 25 input from the Board. 26 27 28 The Board of Supervisors' authority, delegates the following authority to the Acting Executive 29 Director: 30 Execution of Mission/Vision/Work Plans: The AED is the chief employee entrusted by the Board to 31 coordinate with staff to maximize resources and partnerships to execute the mission, vision and work 32 plans of the TCD. Day-to-day program management and execution of duties to implement the mission, 33 vision, work plans, and Board direction of the District is delegated to the AED in consultation and 34 communication with the Board. 35 36 Representing the Organization: The AED will represent the District, to partners, local, state, federal 37 and tribal officials, the media, constituents, and the public. 38 39 Employment Practices: The AED shall recommend the proper level of staffing and salaries to the 40 Board at least once each year, as part of the annual budget preparation. The adoption of the budget, 41 42 that includes these, is a policy decision and must be approved by the Board 43 The AED shall hire, promote, or retain employees, in consultation and communication with the Board 44 45 with approval of the Board, as needed to meet the approved staffing level.

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

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

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

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

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

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

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

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

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

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

Policies & Procedures: The Acting Executive Director shall, after review of all applicable laws, rules and regulations, promulgate and implement such procedures as are necessary to effectively and lawfully manage the District. To the extent new policies must be created, the Acting Executive Director

- shall present draft policies to the Board for consideration of ratification at the next regularly scheduled Board meeting.
- The Acting Executive Director may create, adopt, implement, change, rescind, modify, or eliminate any procedure after consultation and communication with the Board, as such action is required for the
- 99 lawful and efficient operation of the District.

100

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

104

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

108

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



Thurston Conservation District Five-Year Plan (2017 - 2022)

www.thurstoncd.com

For More Information: Sarah Moorehead, 360-754-3588 ext. 136 smoorehead@thurstoncd.com



I. Organizational Information

Organization of the Thurston Conservation District

- A political subdivision of the State of Washington authorities, powers and structure contained in Chapter 89.08 RCW.
- The Thurston Conservation District was formed in 1948, and is one of 45 conservation districts in Washington State. Districts have no regulatory authority.
- District boundaries include all of Thurston County, with exception of those areas that fall within the pre-1948 city boundaries of Yelm, Tenino and Rainier.
- The Thurston Conservation District is building on a long tradition of meeting today's challenges
 with expanding programs and opportunities to assist residents in protecting the land and its
 resources.

Function of the Thurston Conservation District

To make available technical, financial and educational resources, and focus or coordinate them to meet the needs of the local land owner/operator with conservation of soil, water, and the preservation of natural resources.

Who We Serve & Why

The Thurston Conservation District (TCD) serves all land owners and operators within our district boundaries. To effectively provide a diverse set of services and programs, TCD collaborates in partnerships with individuals, land owners and operators, businesses, non-profit organizations, local governments, state government, and tribes. These partnerships enable the protection of all natural resources, expansion of options for agriculture production, promotion of sustainable forestry practices, and protection and enhancement of wildlife habitat throughout the urban and rural areas of Thurston County. To ensure this landscape level impact, we serve land owners and operators in Thurston County that reside outside our district boundaries when grant funding is available.

Mission of the Thurston Conservation District

Thurston Conservation District, a non-regulatory agency, strives to conserve and sustain the beneficial use and protection of local natural resources through partnerships with the County's urban, rural, working lands communities, and others; as well as local, state, federal and tribal agencies.

Vision of the Thurston Conservation District

Thurston County has healthier soils, water, air, and ecosystems, and a thriving economy, while supporting human interaction with these resources. Thurston Conservation District is the leader in community based regeneration of natural resources and provides services to support economically viable working lands throughout the district. The District is recognized as the independent and trusted

agency of choice to implement stewardship in Thurston County and beyond in partnership with individuals, other conservation districts, relevant agencies, and organizations.

Values of the Thurston Conservation District

- We serve our community with accuracy, professionalism, and sensitivity. We value diverse
 opinions and strive to listen, understand different perspectives, and work together to find common
 ground.
- 2. We value and honor the public's trust and their investment in our work and will strive diligently to preserve that partnership.
- 3. We strive to be respectful of all community members and their lifestyle choices.
- 4. We serve as the information hub to share best available science with land owners/operators through education, technical assistance, and implementation.
- 5. We serve as a conduit for the voice of the community to policy officials on natural resource issues. We listen to the needs of the community and strive to find solutions that best benefit land owner/operator goals while meeting regulatory requirements.
- 6. We encourage innovation in our practices and ideas and will support our staff and community in implementing them.
- 7. We advocate and collaborate for working lands activities that promote <u>regenerative resource</u> <u>management</u>, sustainability/sustainable resource management, economic viability, and are based on <u>best available science</u>.
- 8. We provide value for public funding via measurable benefits to natural resources and communities, responsive and efficient systems and transparent governance.

Natural Resource Data & Information

- Thurston County is located on the southern end of the Puget Sound in Western Washington, referred to as the South Sound. It covers 774 square miles, of which 722 square miles is land and 52 square miles is water.
- o Thurston County is the seventh smallest county in the state, but the sixth most populous with 349.4 persons per square mile (269,851 persons county-wide), according to the July 2014 census.
- Waters within the district drain to both the Puget Sound and the Pacific Ocean. They are conveyed via the major watersheds, including Black River, Budd Inlet, Deschutes River, Chehalis River, Eld Inlet, Henderson Inlet, Nisqually River, Skookumchuck River, and Totten Inlet.
- In the most recent <u>USDA agricultural census (2012)</u>, there were 1,336 farms operating in Thurston County, encompassing a total of 76,638 acres. The number of farms is increasing, while farm size has decreased over the last 15 years.
- Since the mid-1950s, when Thurston County was primarily farmland, the County has lost over 75
 percent of our working agricultural lands. Though the land area dedicated to agricultural activities
 has been steadily declining, agricultural production is still of significant importance to the County's
 economy. (WSU Extension)
- Forest and timber lands in Thurston County provide both ecological benefits and economic opportunities. Studies show that basins with more than 65% canopy cover tend to have intact stream heath. In addition, forestry is an important aspect of Thurston County's history and economic base. Public and private forest and timber lands are in decline in Thurston County, with the highest rate of recently recorded forest land loss occurring from 2005 to 2010. During this time, more than 910 acres were removed from the Rural & Forest Land inventory annually, including a large decrease in the amount of public timber lands in Thurston County. (TRPC)
- While forests still cover over 40% of the county's area, forested land covers declined by over 42,000 acres between 1992 and 2011 due to logging, development, and other factors. (TRPC)
- Between 1992 and 2011, large-scale changes detectable from satellite imagery indicate over 8,000 acres were converted to low, medium or high-density developed land covers. (TRPC)

- Watersheds or basins generally exhibit degraded water quality when 10% or more of the land cover is impervious. Two watersheds in Thurston County were near or above this level in 2014: Henderson Inlet, with approximately 17.3% impervious surface coverage, and Budd/Deschutes with 9.4%. (TRPC)
- The total market value of agricultural production in Thurston County is about \$118 million from 1,288 farms, with crops accounting for approximately 42% of the total and livestock and poultry the remaining 58% (U.S. Census of Agriculture). These figures are greater than all adjacent counties. (WSU Extension)
 - Data representing the local economic impact of forestry and timber lands will be included as available.
- Portions of every watershed in Thurston County have water quality impairments, which include, but are not limited to, temperature, dissolved oxygen, bacteria (such as fecal coliform), pH, and fine sediment. These water impairments have resulted in segments being included in the <u>Department of</u> Ecology's 303(d) listings.
- Portions of every watershed in Thurston County have invasive plant, animal, and aquatic species, lack adequate instream large woody debris and riparian cover, and exhibit reduced summer lowflows. All of which are noted on the <u>303(d) listings</u> and the <u>Limiting Factors Analyses for WRIAS</u> 11,13,14, and 22.
- Reduced salmon populations, including ESA-listed fish and state species of concern have been affected by several factors in the South Sound, which includes Thurston County fresh and estuarine systems. Factors include: degraded habitat, land use, over fishing, among others. Watershed Recovery Plans have been developed to address these issues.

Criteria for Selecting Conservation Priorities

- Documented research, reports, local knowledge or data indicating specific resource needs or concerns
- 2. Impact on the long term health of working lands
- 3. Impact on long term health of natural resources
- 4. Opportunities to assist land owners/operators with aligning their vision for their land with existing natural resource regulations.
- 5. Opportunities for stream/riparian/estuarine restoration and water quality protection
- 6. Opportunities to partner and leverage resources (including funding) to address multiple concerns

II. Priority Natural Resource Conservation Needs, Geographic Areas, Measures of Success & Goals

Overall district priorities

- o To support a working lands community that is profitable and viable
- o To assist land owners/operators of all lands to be good stewards of the natural resources
- To assist land owners/operators, regardless of property size, in the implementation of management practices that address water quality/quantity, soil health, maintenance and restoration of natural habitats
- o To educate the public on the importance of maintaining the health and productivity of our natural resources
- To cooperate with a diverse group of partners (e.g. individuals, tribes, NGOs, and agencies) that value natural resources, to collectively address common goals and desired outcomes
- To support producers in achieving the goals and benchmarks of the Thurston County Voluntary Stewardship Plan (VSP).

Note:

Goal numbers for each priority, found below, are numerically referenced in TCD's Annual Plan

Water Quality & Quantity

As a valuable and vital resource, water quality and quantity impact every sector of life. We will continue to provide education and technical assistance to all land owners/operators within our district that aims to inform and mitigate the individual's impact to water quality and quantity. We strive for clean drinking water, the upgrade of 303(d) listed stream segments, meeting Total Maximum Daily Load (TMDL) pollution reduction targets, and upgrades to commercial and recreational shellfish harvesting areas. In addition to implementing Best Management Practices and green infrastructure to reduce or treat stormwater, we provide active and ongoing education to our most sensitive shellfish producing areas: the Henderson Inlet and Nisqually Reach Shellfish Protection Districts.

Measure of Success: Improved shoreline conditions

- **1. Goal:** By 2022, 50 marine and freshwater shoreline land owners/operators will have improved shoreline conditions to support water quality and quantity. These land owners/operators will be medium to high priority as defined by the Nearshore Project Selection tool.
- **2 Goal:** By 2022, Thurston Conservation District will successfully garner funds to implement a Shore Friendly Thurston program.

Measure of Success: Protect and restore marine and freshwater habitat to support healthy and harvestable salmon populations.

- 3. Goal: By 2022, Thurston Conservation District will continue to host annual Salmon Camp
- **4. Goal:** By 2022, Thurston Conservation District will continue to host Lead Entity program and successfully lead facilitation of the science-based, citizen led annual grant process.
- **5. Goal:** By 2022, restore two (2) miles of riverine, marine, and wetland conditions to achieve functionality, either directly or facilitated by Thurston Conservation District.
- 6. Goal: By 2022, develop inlet-specific recovery plans for all salmonid species.
- **7. Goal:** By 2022, continue the education of local, state, and federal elected leaders, and coordinate with Tribes on benefits of the investment in salmon recovery.
- **8. Goal:** By 2022, 6,000 youth will collect water quality data on more than 50 monitoring sites through the South Sound GREEN program and share this data with community partners.

Measure of Success: Increased water use efficiencies and stormwater treatment on land owners'/operators' properties.

- **9. Goal:** By 2022, 20 agricultural and other land owners/operators will implement water use efficiencies as a result of Thurston Conservation District's outreach and technical assistance.
- **10. Goal**: By 2022, 20 residential landowners will implement stormwater treatment/infiltration efficiencies.

Measure of Success: Upgrade shellfish beds

11. Goal: By 2022, efforts supported by Thurston Conservation District to reduce nonpoint source pollution will result in the upgrade of 75 acres of shellfish beds and no new downgrades in any shellfish areas.

Measure of Success: Reduce surface and groundwater impacts from urban and rural land uses

- **12. Goal:** By 2022, Thurston Conservation District will host (50) workshops addressing agricultural practices impacting surface and groundwater resources.
- **13. Goal:** By 2022, Thurston Conservation District will provide (150) soil tests annually, based on Extension guidance from Washington State University, Oregon State University, and University of Idaho.

Protect & Restore Ecosystems

Thurston Conservation District recognizes the quantity and diversity of critical ecosystems within our region and strives to protect intact habitat, while working to restore degraded areas. Thurston County is home to state and federally listed endangered species, prairie ecosystems, vital marine and estuarine habitat, forestland, sensitive riparian areas and shellfish beds. Education is the first step to resource conservation on private lands and the district will continue to engage the community to raise awareness of the vital roles our critical ecosystems and their processes. We will also continue to coordinate financial resources and facilitate ecosystem recovery from the local level.

Measure of Success: Increase in ecosystems protection

14. Goal: By 2022, Thurston Conservation District will facilitate the protection of 1,000 acres (e.g. acquisitions and easements etc.).

Measure of Success: Increased enrollment in the <u>Conservation Reserve Enhancement Program</u> (CREP)

15. Goal: By 2022, Thurston Conservation District will increase riparian buffers through enrollment of 200 acres in the CREP.

Measure of Success: Increased number of culvert, derelict roads, barrier removal projects and habitat restored

16. Goal: By 2022, Thurston Conservation District will collaborate with partners to implement two (2) culvert or barrier removal projects, and removal of derelict roads, opening up a minimum of three (3) miles of habitat.

Measure of Success: Increase in restored degraded habitat

17. Goal: By 2022, Thurston Conservation District will restore 100 acres of degraded habitat.

Measure of Success: Prioritize geographic areas for restoration and conservation

18. Goal: By 2022, Thurston Conservation District will work with partners to identify priority areas and actions for each Thurston County watershed and collaborate for implementation.

Producer Support & Preservation of Working Lands

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

Measure of Success: Development and implementation of the Voluntary Stewardship Program **19. Goal:** By 2018, Thurston Conservation District will implement, to the extent feasible, the Voluntary Stewardship Program in Thurston County, which is contingent on funding to Thurston Conservation District.

Measure of Success: Actively engage in establishing conservation easements on working lands Thurston Conservation District has identified establishing an easement program as its highest priority.

20. Goal: By 2019, Thurston Conservation District will facilitate at least one (1) conservation easement.

Measure of Success: Increase in forest management

21. Goal: By 2019, Thurston Conservation District will develop one (1) <u>forest management plan</u> focusing on sustainable management practices and ensuring ecosystem services are provided.

Measure of Success: Increase in producers served through technical, educational and financial assistance

22. Goal: By 2022, Thurston Conservation District will serve 2000 producers, including beginning, experienced, and retiring producers, as well as across commercial and non-commercial operations.

Measure of Success: Bridge the gap between retiring and beginning producers

- **23. Goal:** By 2020, Thurston Conservation District will enroll 1000 acres in South Sound FarmLink to help transition working lands between generations.
- **24. Goal:** By 2017, Thurston Conservation District will offer successional planning training and resources to retiring producers.
- **25. Goal:** By 2017, Thurston Conservation District will offer technical training and resources to new and beginning producers.

Measure of Success: Increase inventory and use of equipment rental service

- **26. Goal:** By 2021, Thurston Conservation District will increase the use of current equipment rental from 130 land owners/operators to 160 land owners/operators.
- **27. Goal:** By 2021, Thurston Conservation District will increase the equipment rental inventory to continue to meet land owner/operator needs.

Rural & Urban Land Stewardship

Thurston Conservation District recognizes the diversity within our community and adapts to meet the needs of our urban and rural settings. Through technical assistance and education, we work to foster stewardship of natural resources from all individuals in our community. Thurston Conservation District strives to be the go-to resource for land owners/operators concerning all natural resource conservation issues on their land.

Measure of Success: Increased number of conservation plans developed

28. Goal: By 2022, Thurston Conservation District will develop 250 conservation plans (including Conservation plans, CREP plans, forestry plans, and VSP Individual Stewardship Plans) that include long term protection and restoration of riparian and aquatic resources.

Measure of Success: Best Management Practices recommended

29. Goal: By 2022, Thurston Conservation District will recommend 900 Best Management Practices.

Measure of Success: Best Management Practices implemented

- **30. Goal:** By 2022, Thurston Conservation District will work with land owners/operators to implement 60% of recommended Best Management Practices.
- **31. Goal:** By 2022, Thurston Conservation District will conduct follow up evaluations and effectiveness monitoring to provide adaptive management recommendations for 100% of land owners/operators who implement Best Management Practices recommendations.

Measure of Success: Workshops, community meetings, and field trips hosted

- **32. Goal:** By 2022, Thurston Conservation District will host 100 workshops/classes, 30 community meetings and 30 field trips for residents of Thurston County to highlight rural and urban land stewardship practices and principles.
- **33. Goal:** By 2022, Thurston Conservation District/South Sound GREEN will coordinate at least 15 volunteer-driven work parties to restore degraded habitat

Measure of Success: Invasive species managed

34. Goal: By 2022, Thurston Conservation District will work with partners to treat 100 acres of invasive (non-native) species (plants and animals) and restore with native plant species.

Measure of Success: Green infrastructure and Low Impact Development practices implemented

- **35. Goal:** By 2022, Thurston Conservation District will work with partners to implement 25 green infrastructure and Low Impact Development practices and/or projects.
- **36. Goal:** By 2022, Thurston Conservation District's conservation plans, when applicable, will include recommendations for stormwater treatment/maintenance.

Measure of Success: Increase conservation stewardship of urban households

37. Goal: By 2022, Thurston Conservation District will increase outreach and program delivery focusing on urban resource stewardship to 500 households in urban communities.

Measure of Success: Increase incentive opportunities for natural resource stewardship on rural and urban lands

- **38. Goal:** By 2022, Thurston Conservation District will increase funding to offer the Clear Choices for Clean Water to residents throughout the district.
- **39. Goal:** By 2022, Thurston Conservation District will increase funding for cost share and conservation practice implementation opportunities by 50 percent (from 2017 budget of \$111,000 to \$167,000).

Measure of Success: Support rural and urban land stewardship with equipment rental service

40. Goal: By 2022, Thurston Conservation District will continue to host an equipment rental service providing land owners/operators access to tools for implementing stewardship practices

Local Food Production & Consumption

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

Measure of Success: Number of food producing gardens

41. Goal: By 2021, Thurston Conservation District will annually serve 50 commercial operations, 100 backyard/homestead gardens and five (5) community gardens.

Measure of Success: Support backyard gardening, homesteading and community garden food production

- **42. Goal:** By 2018, Thurston Conservation District will serve 50 backyard gardeners/homesteaders through the equipment rental program.
- **43. Goal:** By 2022, Thurston Conservation District will increase service to backyard gardeners/homesteaders through the equipment rental program by 100 percent (from 50 to 100 cooperators).
- **44. Goal:** By 2020, Thurston Conservation District will provide 10 skill building opportunities for backyard gardener/homesteaders.
- **45. Goal:** By 2019, Thurston Conservation District will provide education and technical assistance to 10 community gardens in Thurston County.
- **46. Goal:** By 2020, Thurston Conservation District will increase the number of community gardens involved in soil testing program to ten (10).

Measure of Success: Increase local consumption for locally produced food

- **47. Goal:** By 2022, Thurston Conservation District will engage 75 producers in educational opportunities focused on marketing products locally.
- **48. Goal:** By 2022, Thurston Conservation District will work with partners to increase consumption of locally produced food by supporting South Sound Food System Network and other initiatives at 50 outreach events.
- **49. Goal:** By 2018, 75% of district-purchased refreshments for district hosted events will support local farm and food businesses.

Measure of Success: Accessibility of healthy local food

- **50. Goal:** By 2020, Thurston Conservation District will work with partners to identify TCD's role to increase food accessibility for <u>vulnerable populations</u> in our community.
- **51. Goal:** By 2022, Thurston Conservation District will work with partners to increase accessibility of locally produced food by supporting South Sound Food System Network and other initiatives at 50 outreach events.

Climate Change Adaptability

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

Measure of Success: Implement Firewise

52. Goal: By 2022, Thurston Conservation District will implement three (3) Firewise projects.

Measure of Success: Land owners/operators practicing Firewise

53. Goal: By 2020, Thurston Conservation District will assist five (5) land owners/operators with Firewise projects.

Measure of Success: Host Firewise Outreach events

54. Goal: By 2020, Thurston Conservation District will host five (5) workshops and/or site visits leading to implementation of the Firewise program.

Measure of Success: Workshops and forums hosted

55. Goal: By 2019, Thurston Conservation District will host six (6) workshops and one (1) community forum addressing climate change adaptations for local producers and land owners/operators.

Measure of Success: Implement climate change adaptation practices

56. Goal: By 2022, Thurston Conservation District will work with 25 land owners/operators to implement climate change adaptation practices that utilize best available science, and employ effectiveness monitoring and adaptive management practices.

Measure of Success: Energy efficiencies plans

57. Goal: By 2022, Thurston Conservation District will assist land owners/operators to create five (5) plans to address energy efficiencies

III. Operations: Information & Education Priorities, District Operations, Measures of Success & Goals

Community Outreach & Engagement

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

Measure of Success: Number of volunteers

58. Goal: By 2020, Thurston Conservation District will increase total number of district volunteers to 50 individuals annually.

Measure of Success: Community organizations reached

59. Goal: By 2018, Thurston Conservation District will increase outreach to 10 new community organizations to raise awareness of TCD and our services.

Measure of Success: Outreach materials revised

60. Goal: By 2018, 100% of new Thurston Conservation District outreach materials will be revised to ensure the use of consistent, science-based, and professional branding, materials, and communications.

Measure of Success: Elected officials reached

- **61. Goal:** By 2017, Thurston Conservation District will conduct outreach to all elected officials representing Thurston County (at State, County, and City levels) to increase recognition of conservation districts as local resources for conservation on private lands.
- **62. Goal:** Host annual legislative tours for each Legislative District in Thurston County (State, County, and City levels).
- **63. Goal:** Conduct annual outreach to all State elected officials representing Thurston County during Legislative Session.

64. Goal: Continued presence at City and County elected official meetings in Thurston County by attending at least once per year in each local jurisdiction.

Measure of Success: Report Back to Our Community

- **65. Goal:** Host annual gathering showcasing our community impact and recognizing stewardship accomplishments of land owners/operators and partners.
- **66. Goal:** Produce and share annual portfolio of Thurston Conservation District's accomplishments, including submission to Washington State Conservation Commission (WSCC).
- **67. Goal:** Engage community members to participate in TCD's continued organizational development (annual and strategic planning, funding and programmatic partnership opportunities, etc.).

Adult & Youth Conservation Education

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

Measure of Success: Support the implementation of South Sound GREEN's Vision for the Future

- **68. Goal:** By 2022, Thurston Conservation District will support the implementation of South Sound GREEN's 2016-2020 Vision for the Future and continue to improve access to environmental education for local teachers and students.
- **69. Goal:** By 2022, South Sound GREEN will continue to engage participating teachers and volunteers, and increase involvement in the South Sound GREEN program by 10 percent.
- 70. Goal: By 2022, 2000 youth will participate in the Annual Student GREEN Congress.
- **71. Goal:** By 2022, South Sound GREEN will host at least 15 professional development opportunities for teachers to strengthen their knowledge of local conservation issues.
- **72. Goal:** By 2022, at least 2,500 youth will participate in a South Sound GREEN's Puget Sound Nearshore trip.
- **73. Goal:** By 2022, South Sound GREEN will fully align the water quality curriculum and supporting lessons to the <u>Next Generation Science Standards</u>.

Measure of Success: Engage youth in conservation education

- **74. Goal:** By 2022, Thurston Conservation District will increase the number of youth participating in the South Sound Regional Envirothon annually to one hundred (100).
- **75. Goal:** By 2022, Thurston Conservation District will increase participation of high schools in the South Sound Regional Envirothon within Thurston County to five (5).
- **76. Goal:** By 2022, Thurston Conservation District will educate 100 youth through the summer Salmon Camp program.
- **77. Goal:** By 2017, Thurston Conservation District will partner to deliver the Wheat Week program to 1000 students in 35 classrooms.

- Measure of Success: Engage adults in conservation education
 - **78. Goal:** By 2022, Thurston Conservation District will educate 500 adults through workshops and other educational events.
- Measure of Success: Number of attendees at Annual Native Plant Festival
 - **79. Goal:** By 2022, Thurston Conservation District will increase Native Plant Festival attendance to 400 attendees.
 - **80. Goal:** By 2022, Thurston Conservation District will host 20 partner organizations and businesses providing workshops, demonstrations and outreach booths at our Native Plant Festival.

District Operations

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

- Measure of Success: Establishment of a long-term local funding mechanism
 - **81. Goal:** By 2017, Thurston Conservation District will consider alternatives to Assessment such as the Rates and Charges system.
 - **82. Goal:** By 2017, Thurston Conservation District will demonstrate the effectiveness of district programs and services to the community and elected officials to achieve approval of the Rates and Charges system.
 - **83. Goal:** By 2018, Thurston Conservation District will convert to a system of Rates and Charges.
- Measure of Success: All cities in Thurston County are included in the district boundaries
 - **84. Goal:** By 2018, the pre-1948 parcels within the city limits of Yelm, Tenino, and Rainer are incorporated into the district's boundaries.
 - **85. Goal:** By 2018, Thurston Conservation District will retain all current cities in the Rates and Charges transition.
- Measure of Success: Increased funding level to meet demand and support programs
 - **86. Goal:** By 2022, Thurston Conservation District will increase funding by 50% to support programs and delivery.
- Measure of Success: Permanent district controlled office/facility
 - **87. Goal:** By 2019, Thurston Conservation District will re-locate to a new facility with adequate space for staff, ability to house and grow equipment rental program, develop and maintain onsite demonstration areas, and generally allow TCD to grow in response to the needs in our communities.
- Measure of Success: Increase in staff to meet increased community need
 - **88. Goal:** By 2022, Thurston Conservation District will increase staffing by 25% to meet program and population needs.
- Measure of Success: Increase in staff and board participation in skill building opportunities
 - **89. Goal:** By 2018, each staff and board member at Thurston Conservation District will participate in annual professional development and skill building opportunities.

Weasure of Success: High degree of accountability

- **90. Goal:** Thurston Conservation District will annually demonstrate consistent accountability and responsibility for public funds through successful completion of annual State Auditor reports, and regular audits with 'finding-free' outcomes.
- **91. Goal:** Thurston Conservation District will annually achieve and maintain the highest level of compliance with the Washington State Conservation Commission's Conservation Accountability and Performance Program (CAPP).
- **92. Goal:** Thurston Conservation District will annually share adopted budgets, annual and strategic plans, public meeting notifications, and board meeting agendas and minutes with the public.
- 93. Goal: Thurston Conservation District will continuously protect the privacy of land owners/operators and their operations, in accordance with our organizational ethic, in conjunction with legislative authority (RCW 89.08.560), and Washington State Conservation Commission oversight.

Measure of Success: Increased recognition of District by Thurston County residents

94. Goal: By 2022, Thurston Conservation District will reach (via website, social media analytics, in person, etc.) 100,000 Thurston County residents.

Measure of Success: Thurston Conservation District Sustainability Plan

- **95. Goal:** By 2018, Thurston Conservation District will create a Sustainability Plan that identifies action our organization will implement to foster environmental and community sustainability.
- 96. Goal: By 2022, Thurston Conservation District will implement our Sustainability Plan.

Staffing Needs

Position	Current Staff (as of 4/2017)	Needed Staff to Implement Plan by 2022*
Executive Director	1 FTE	Need Met
Deputy Director	.5 FTE	1 FTE
Finance/Human Resources Director	.8 FTE	1 FTE
Finance Assistant	None	1 FTE
Administrative Coordinator	.75 FTE Administrative Assistant	1 FTE
South Sound GREEN Coordinator	1 FTE	Need Met
Lead Entity Coordinator	.5 FTE	1 FTE stage of blind has read to the
Education & Outreach Staff	2 FTE	Need Met
Resource Planner	2.6 FTE	6 FTE, including 2 FTE shared positions with WSU Extension and Thurston County
Habitat Planner	1 FTE and 1 temporary FTE	2 FTE
Engineer	None	1 FTE
AmeriCorps Service Wembers	2 FTE	Need Met Annually
Totals	13.15 FTE currently	6.85 FTE needed **

^{*}FTEs will be filled as needed through 2022.

^{**}Concerned about district capacity to address ESA species related projects not covered by federal and other involved jurisdictions.

IV. Glossary of Definitions

303(d) list: Water quality-limited water bodies (ocean waters, estuaries, lakes, and streams) which fall short of state surface water quality standards and are not expected to improve within the next two years. Section 303(d) of the federal Clean Water Act requires Washington State to periodically prepare a list of all surface waters in the state for which beneficial uses of the water (e.g. for drinking, recreation, aquatic habitat, and industrial uses) are impaired by pollutants.

Best Available Science: The most defensible and reliable peer reviewed data available at the time of reference. Most typically this data is determined through research studies by land grant universities.

Best Management Practices (BMPs): Physical, vegetative, and/or management practices which, when used singularly or in combination, address identified natural resource concern(s). Best Management Practices utilized by Thurston Conservation District include:

- Conservation Practice Standards
 – Natural Resources Conservation Service (as found in Section IV of the Electronic Field Office Technical Guide)
- Stormwater BMP's and Low Impact Development Practices

 — Department of Ecology (as found in the Stormwater Management Manual)
- Stream Habitat Restoration Techniques Washington Department of Fish and Wildlife (as found in the <u>Stream Habitat Restoration Guidelines</u>)

In addition, TCD may use practices recommended by Land Grant University guidance or other sources of best available science.

Conservation Plans: A voluntary process to improve natural resource management on private property, which includes exploration of management challenges and objectives, an inventory of natural resources on the property and a list of recommended alternatives to solve production and natural resources issues.

Economically Viable Working Lands: Lands utilized for agricultural production (including forestry) and are sustainable in terms of investing financial resources into the operations.

Firewise: A program which assists land owners/operators to implement home and neighborhood-scale practices that reduce fire risks to structures in the wildland-urban interface.

Green Infrastructure/Low Impact Development: An approach to water management that protects, restores, and/or mimics the natural water cycle. This approach allows resource managers to treat stormwater on site, while providing environmental, economic, and social benefit to the community. <u>Examples include:</u> green roofs, raingardens, permeable pavement, etc.

Locally Produced Food: Food grown and/or processed in a geographic area inclusive of the South Sound Region and the Pacific Northwest. Emphasis is placed on production in the South Sound Region when possible. We understand that due to production and processing limitations, our definition of 'locally' produced food must include a broader geographical area.

Regenerative Agriculture: Regenerative agriculture is an approach to food and farming systems that regenerates topsoil and enhances biodiversity now and long into the future.

Regenerative Resource Management: When a system has lost its ability to sustainably maintain ecological functions, regenerative resource management can restore, renew or revitalize sources of energy and materials, creating systems that integrate the needs of society with the integrity of natural systems.

Sustainable Forestry: Environmentally appropriate, socially beneficial, and economically viable management of forests for present and future generations.

Thurston Conservation District's Sustainability Plan: An implementation plan that guides Thurston Conservation District's goals to foster environmental and community sustainability. Sustainability Plan to be developed by end of 2018 and implemented by end of 2022.

Total Maximum Daily Load (TMDL): A TMDL is a pollution budget and includes a calculation of the maximum amount of a pollutant that can occur in a waterbody and allocates the necessary reductions to one or more pollutant sources.

Voluntary Stewardship Program (VSP): An alternative approach for counties to protect critical areas on agricultural lands. Rather than enacting further critical areas regulation on agricultural lands, the VSP allows Thurston Conservation District to work with land owners/operators and partners to develop voluntary, site-specific stewardship plans.

Vulnerable Populations: Marginalized members of our communities characterized by traits such as: economic disadvantage, racial and ethnic minorities, the uninsured, low-income children, the elderly, the homeless, and those with chronic health conditions, including severe mental illness. This may also include rural residents, who often encounter barriers to accessing community resources/services.

Working Lands: Those lands utilized for the production of food, fiber and fuel.

Tab 4

To: Thurston Conservation District Board of Supervisors From: Sarah Moorehead, Interim Executive Director

Date: October 30th, 2018 Re: Letter of Reprimand

Dear Supervisors,

Thank you for the opportunity to receive and respond to your proposed letter of reprimand prior to discussion at the October 30th, 2018 Board Meeting. I request that this letter of response is included in tandem with proposed letter of reprimand, should it be placed in my personnel file.

1. "Failure to submit, in a timely manner the weekly staff reports, which are required as part of duty to act 'in consultation and communication with the board'".

Upon stepping into this temporary role as Interim Executive Director, I have not been provided with a deliverable-based work plan, or the opportunity to meet with the Board to discuss priorities or a work plan collaboratively. In addition, I have not been provided any training opportunities by the Board to ensure my success in this position. I continue to serve voluntarily in this role to support the Thurston Conservation District Board of Supervisors and the overall health of this organization, uncompensated for the dramatic increase in responsibility. Beginning in March 2018, I have brought back multiple to the requests for assistance in prioritizing responsibilities for my position and our organization, that allow essential District operations to be performed. As we have lost over half of our staff capacity due to insufficient funding and hostility in the workplace, we have continued to assume additional contractual responsibilities with limited capacity.

During the creation of Thurston Conservation District Policy 1.3.1: Delegation of Authority to the Acting Executive Director, I noted on the record that including the phrasing 'in consultation and communication with the Board' throughout the position's responsibilities in policy, was vague and lacked specific expectations and/or performance requirements. At this time, I was told by Supervisor Richard Mankamyer that it was just to 'communicate with the Board of the things as they were happening at the District'. I indicated that there were likely to be many different interpretations of this, and that I was concerned that it would lead to misunderstanding and confusion. I believe there continues to be misunderstanding and confusion about the intention of this policy, and I am hopeful that we can resolve it with clear and specific expectations.

In addition, I am 10 months overdue on my annual performance evaluation which is to occur on or before my employment anniversary date (January 1st) in accordance with Thurston Conservation District Policy 1.2 Board of Supervisor Guidelines and Officer Position Descriptions: "Chair - 6. Executive Director Performance Appraisal: Leads the processes of ED goal-setting, annual performance evaluation and compensation review, in consultation with

the Board and district policy". These performance evaluations allow open communication, an opportunity for the employer to set clear expectations, and an opportunity for employees to articulate training and/or support needed to meet those expectations. Without a meeting of this nature to establish a work plan and/or set of expectations during my service as Interim Executive Director, I have been left to: 1) operate according to established TCD policies, procedures and operating norms, as well as, other applicable laws, 2) do my best to incorporate the expectations of 5 individual TCD Supervisors.

Please, I ask the Thurston Conservation District Board of Supervisors to set us all up for success by coming to the table to discuss expectations, District requirements, budget and our annual plan to develop an effective work plan, with clear expectations, for the future.

All compiled weekly staff reports have been submitted to the Thurston Conservation District Board of Supervisors as of November 15th, 2018.

2. Failure "to ensure that the Board had accurate meeting minutes that could be approved by the Board under its duties under applicable statutes, including the Open Public Meetings Act, which is a violation of your obligation to ensure 'all district functions and services are managed and provided in accordance with all applicable laws, regulations, and district polices."

Please provide more information to support this proposed infraction. I have continued to oversee Thurston Conservation District support staff that support the Thurston Conservation District Board of Supervisor's responsibilities to prepare and provide minutes for all public meetings. I continue to ensure that 'all district functions and services are managed and provided in accordance with all applicable laws, regulations, and district polices' that remain within my authority.

Revision and approval of Board meeting minutes is a power of the Thurston Conservation District Board of Supervisors. I am happy to continue to support this Board requirement, as is our administrative staff. Please provide direction in how we can continue to work together to ensure that Thurston Conservation District maintains compliance with the Open Public Meetings Act.

3. Failure to 'pursue the disciplinary action begun by your predecessor, at the request of the Board, against [Deputy Director], which is violation of both your duty to manage employees in accordance with TCD policy and in consultation with the Board and of your duty to ensure that all district functions and services are done in accordance with District policies.

Please provide more information to support this proposed infraction. Neither I, nor my predecessor, nor the individual that is proposed to have committed an infraction is privy to the content of the proposed infraction. In addition, there is no evidence of any disciplinary action in progress on record at Thurston Conservation District. Once presented with the

information that the Board is proposing a disciplinary action be taken upon, I am happy to thoroughly investigate and take action according to Thurston Conservation District Policy: 3.1.9 Performance Improvement. Please note that I take personnel performance seriously and am prepared to take progressive corrective action in accordance with District policy if a violation of District policy has occurred by District staff.

I would also like to caution the Board against discussing personnel matters publicly, as it may violate individual's rights to privacy. In addition, I would I also like to encourage that we establish a positive working relationship with our collective bargaining unit representatives, to ensure that we proceed with personnel matters in a manner that reduces the risk of any potential Unfair Labor Practices.

Further, I feel that this letter of reprimand (including the threat of termination), along with the proposed 'report' from the Board-contracted 'HR' consultant that was presented on August 20th, 2018 by Supervisor Richard Mankamyer, and communications such as the email received from Supervisor Richard Mankamyer on August 2nd, 2018, continue to demonstrate retaliation from members of the Thurston Conservation District Board of Supervisors in response to complaints filed regarding discrimination, harassment and hostile work environment. It appears to be a deliberate attempt to disrupt my abilities to perform my job duties and to be intended to cause stress and emotional harm to myself and others at Thurston Conservation District.

I welcome communication between Board and staff and believe that we can approach confusion, miscommunication and work plan deliverables in a manner that is more effective and does not continue to contribute to the hostility of the workplace at Thurston Conservation District.

Again, please ensure that this response letter is included with the proposed letter of reprimand, should it be placed in my personnel file. I look forward to working together to ensure that Thurston Conservation District policies are followed and that respectful lines of communication between Board and staff remain.

Sincerely,

Sarah Moorehead

Interim Executive Director

Thurston Conservation District

Tab 5

To: TCD Board of Supervisors

From: Sarah Moorehead (Interim Executive Director)

Date: November 15, 2018

Subject: Interim Executive Director's Report



Priority Initiative Updates

Rates and Charges

Due to an administrative oversight at Thurston County, there will be a second public hearing on Thurston CD's proposed System of Rates and Charges on Tuesday, November 20th, 2018 at 5:30pm in Bldg 1, Room 280 of the Thurston County Courthouse,

All public comment provided during the September 25th, 2018 public hearing will be included and considered.

The Board of County Commissioners will meet to consider the public comment and address next steps on Wednesday, November 21st, 2018.

District Operations

October 30th, 2018 Board Meeting – Action Item Update

1. Ben Cushman and Paul Pickett will review minutes templates and discuss policy and report back with findings and recommendations at next Board meeting.

Status: Ben to provide follow-up at 11/15 Board Meeting.

2. Eric to sign all approved minutes before November 29 and to provide a signing statement for any that he does not sign.

Status: Not received. Eric to provide follow-up at 11/15 Board Meeting.

3. Staff to provide a report at November meeting on how to minimize the effect of reduced funds to the District's staff, finances, function, and products.

Status: Sarah and Susan to provide follow-up at 11/15 Board Meeting.

4. Staff to send signed and approved letter to Office of the Washington State Auditor to commence 2018 audit; Sarah to notify Supervisors a minimum of seven (7) days ahead of audit so that they can attend.

Status: Completed. State Auditor's Office has been notified of TCD Supervisor's request for 7 days' notice of entrance meeting. The entrance meeting has not yet been scheduled.

5. Staff to send approved letter and a letter of funding appeal from Ben Cushman to WSCC Commissioners.

Status: CAPP letter not signed by Board Chair. Need Board signature before approved letter can be sent to WSCC. Ben Cushman to provide follow-up at 11/15 Board meeting.

6. Staff to send approved letter with Linda's signature to WFSE Union Complete Status: Completed.

Staffing Capacity

This is a follow up report from the March, June, September and October 2018 TCD Board Meetings to increase staffing capacity. Progress has been made on filling vacant positions; beginning with a permanent accountant. Moving forward, staff is developing position descriptions for a full-time natural resource specialist and a shared full-time education assistant/SSGREEN Educator. Given the delay in the 2019 Rates and Charges approval process and the signing of existing grant contracts, recruitment for these positions has been postponed to December, for hiring in January 2019.

Incoming DOH and DOE grants will be vital to support new and existing positions entering into 2019 and create the funding base to support ongoing priorities, such as the Voluntary Stewardship Program and the development of a Working Lands Easement Program, by allowing enough funding to support increasing long-term technical capacity.

The natural resource specialist position will primarily focus on conservation planning, cost share implementation and implementation of the Voluntary Stewardship Program, including development of ISPs. The education assistant position will support our district's educational programming, events, social media and workshops (fulfilling the role of our previous TCD AmeriCorps position), as well as, directly fill the role of the previous SSGREEN AmeriCorps position.

Needs for additional technical and administrative staffing resources should be included in the 2019 Annual Budget, pending sufficient funding.

2019 Annual Budget Development Process

Continued delays in anticipate approval date of Rates and Charges and other vital grant funding have impacted the development of the 2019 Annual Budget. Potential approval of Thurston CD's proposed System of Rates and Charges is now estimated to take place near the end of November. This will change the overall 2019 Annual Budget dramatically.

Therefore, staff's objective at this time, is to collect Board Supervisor priorities and discuss a budget development and approval timeline with TCD Board Supervisors at the November 15th, 2018 Board meeting.

Therefore, a draft 2019 Annual Budget inclusive of TCD Board Supervisor priorities, including staffing needs and unallocated unrestricted funds will be provided to the Board for discussion and feedback at the December TCD Board Meeting. Please feel free to submit feedback at any time and staff will compile them for discussion and prioritization by the full Board.

2018 Accountability Audit (2015-2017)

The signed engagement letter is included in the October 30th, 2018 Board Meeting packet was sent to and received by the State Auditor's Office. The audit's entrance exam has not yet been scheduled.