

2



<u>Date</u>	<u>Check #</u>	through	<u>Check #</u>	<u>Totaling</u>	<u>Voided Check #'s</u>
3/29/2019	1893		19914	41,357.57	19897, 19898, 19907, 19910, 19911

Detail

The following checks were written on Timberland Bank:

2/6/2019	EFT		EFT	2,770.34	Health Insurance Premium
2/6/2019	EFT		EFT	50.70	Pacific Disposal
2/6/2019	EFT		EFT	2,518.48	IRS Payroll Tax
2/6/2019	EFT		EFT	50.00	DRS - DCP
2/7/2019	dd04251941		dd04251946	8,880.81	Payroll
2/8/2019	EFT		EFT	650.00	Wells Fargo
2/8/2019	EFT		EFT	347.37	Intuit
2/8/2019	19893		19914	9,634.81	Accounts Payable
2/14/2019	EFT		EFT	574.55	United Concordia
2/15/2019	EFT		EFT	5,133.76	DRS - PERS
2/20/2019	EFT		EFT	53.16	VSP - Vision Care
2/21/2019	EFT		EFT	50.00	DRS - DCP
2/21/2019	EFT		EFT	2,317.50	IRS Payroll Tax
2/22/2019	dd04251947		dd04251952	8,263.27	Payroll
2/25/2019	EFT		EFT	62.82	Culligan Water

**Grant Total      41,357.57**

\_\_\_\_\_  
Doug Rushton, Board Auditor

\_\_\_\_\_  
Date





10:23 AM

03/29/19

# Thurston Conservation District

## Payroll Transactions by Payee

### February 2019

Date	Name	Num	Type	Memo	Amount
Internal Revenue Service					
02/06/2019	Internal Revenue Se...	EFT	Liability Check	91-1011612	-2,518.48
02/21/2019	Internal Revenue Se...	EFT	Liability Check	91-1011612	-2,317.50
Total Internal Revenue Service					-4,835.98
QuickBooks Payroll Service					
02/07/2019	QuickBooks Payroll ...		Liability Check	Created by Pa...	-8,880.81
02/22/2019	QuickBooks Payroll ...		Liability Check	Created by Pa...	-8,263.27
Total QuickBooks Payroll Service					-17,144.08
WA St Dept of Retirement Systems					
02/06/2019	WA St Dept of Retir...	EFT	Liability Check	2358	-50.00
02/15/2019	WA St Dept of Retir...	EFT	Liability Check		-5,133.76
02/21/2019	WA St Dept of Retir...	EFT	Liability Check		-50.00
Total WA St Dept of Retirement Systems					-5,233.76
Bishop, Stephanie E					
02/08/2019	Bishop, Stephanie E	dd04251941	Paycheck	Direct Deposit	0.00
02/25/2019	Bishop, Stephanie E	dd04251947	Paycheck	Direct Deposit	0.00
Total Bishop, Stephanie E					0.00
Healy, Mara E					
02/08/2019	Healy, Mara E	dd04251942	Paycheck	Direct Deposit	0.00
02/25/2019	Healy, Mara E	dd04251948	Paycheck	Direct Deposit	0.00
Total Healy, Mara E					0.00
Moorehead, Sarah					
02/08/2019	Moorehead, Sarah	dd04251943	Paycheck	Direct Deposit	0.00
02/25/2019	Moorehead, Sarah	dd04251949	Paycheck	Direct Deposit	0.00
Total Moorehead, Sarah					0.00
Shelton, Susan A					
02/08/2019	Shelton, Susan A	dd04251944	Paycheck	Direct Deposit	0.00
02/25/2019	Shelton, Susan A	dd04251950	Paycheck	Direct Deposit	0.00
Total Shelton, Susan A					0.00
Warren, Nicole A					
02/08/2019	Warren, Nicole A	dd04251945	Paycheck	Direct Deposit	0.00
02/25/2019	Warren, Nicole A	dd04251951	Paycheck	Direct Deposit	0.00
Total Warren, Nicole A					0.00
White, Nora E					
02/08/2019	White, Nora E	dd04251946	Paycheck	Direct Deposit	0.00
02/25/2019	White, Nora E	dd04251952	Paycheck	Direct Deposit	0.00
Total White, Nora E					0.00
TOTAL					-27,213.82





Regence BlueShield serves select counties in the state of Washington  
and is an Independent Licensee of the Blue Cross and Blue Shield Association

1800 NINTH AVENUE  
SEATTLE WA 98101  
www.regence.com

20190201B07  
J88C  
1239 12445

J88C [3,135] 1 of 2 B 4



[DM-]

### Forwarding Service Requested



\*\*\*\*\*ALL FOR AADC 983 12  
PB-0MA-502-ENV 3135  
THURSTON CONSERVATION DISTRICT  
2918 FERGUSON ST SW STE A  
TUMWATER WA 98512-6187

Group No. 60011200  
Sub-Group No. 0001  
Billing Period 02/01/19-02/28/19  
Invoice No. 190310000207  
Bill Print Date 01/31/2019  
Bill Due Date 02/01/2019

### BILLING SUMMARY

CURRENT MONTH BILLING	\$2,770.34
ADJUSTMENT	\$0.00
VARIANCE	\$0.00
OUTSTANDING BALANCE	\$0.00
UNAPPLIED PREMIUM	\$0.00
<b>TOTAL AMOUNT DUE</b>	<b>\$2,770.34</b>

Please send correspondence and address changes to:

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

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

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

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

↑ FOLD AND TEAR HERE

FOLD AND TEAR HERE ↑

Group Name THURSTON CONSERVATION DISTRICT  
Group No. 60011200  
Sub-Group No. 0001  
Billing Period 02/01/19-02/28/19  
Invoice No. 190310000207

**DO NOT PAY**

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

0000027703401311900002770344106001120000010000000009



# Bill Payment Stub

Check Date: 2/6/2019

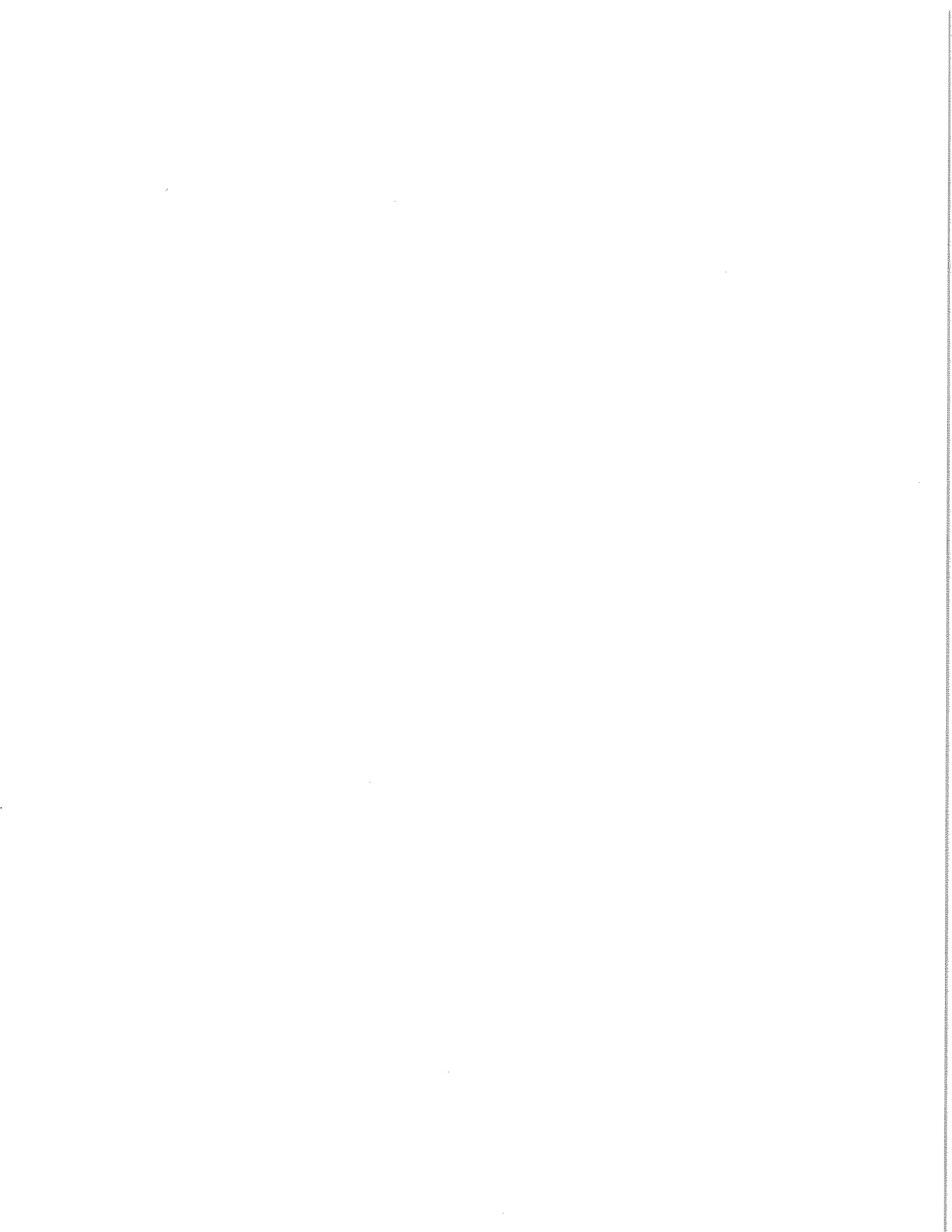
Check No.: EFT

Check Amount: 50.70

Thurston Conservation District  
Bldg 1 Suite A  
Tumwater, WA 98512  
2918 Ferguson St SW

Paid To: Lemay - Pacific Disposal  
A Waste Connections Company  
2910 Hogum Bay Rd NE  
Lacey, WA 98516-3133

Date	Type	Reference	Original Amt.	Balance	Discount	Payment
2/1/2019	Bill	10940578	22.26	22.26		22.26
2/1/2019	Bill	10940579	28.44	28.44		28.44



**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!**

<b>EFT ACKNOWLEDGEMENT NUMBER:</b>	270943871533140
------------------------------------	-----------------

**PLEASE NOTE**

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

Payment Information	Entered Data
<b>Taxpayer EIN</b>	xxxxx1612
<b>Tax Form</b>	941 Employers Federal Tax
<b>Tax Type</b>	Federal Tax Deposit
<b>Tax Period</b>	Q1/2019
<b>Payment Amount</b>	\$2,518.48
<b>Settlement Date</b>	02/07/2019
<b>Subcategories:</b>	
<b>1 Social Security</b>	\$1,439.76
<b>2 Medicare</b>	\$336.72
<b>3 Tax Withholding</b>	\$742.00
<b>Account Number</b>	xxxxxx6554
<b>Account Type</b>	CHECKING
<b>Routing Number</b>	325170754
<b>Bank Name</b>	TIMBERLAND BANK







# Washington State Department of Retirement Systems

## Electronic Payments

### Completed Payment Advice

Employer: THURSTON CONSERVATION DISTRICT  
Report Period: 02/2019  
Retirement Due Date: 03/15/2019  
Payment Status: Submitted ( 02-06-19 11:17:44 AM by S. Shelton )

System	Report Group/Invoice #	Amount			
Deferred Compensation Program Payment					
DCP	919			50.00	
		Total Amount for DCP:			50.00
Plan 1 Payments					
PERS	2358			0.00	
		Total Amount for Plan 1:			0.00
Plan 2 Payments					
PERS	2358			0.00	
		Total Amount for Plan 2:			0.00
Plan 3 Payments					
		DB Employer	DC WSIB	DC Self	
PERS	2358	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	
		Total Amount for Plan 3:			0.00
		Total Payment Amount:			50.00
		Scheduled Date of Payment:			2/8/2019





Checks &amp; supplies



Your order is confirmed. Thank you.

Your order number is 0022991761. We've sent an email  
to accounting@thurstoncd.com.

## Your order

### Shipping Information

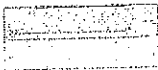
Thurston Conservation District  
Susan Shelton  
2918 Ferguson ST SW, Suite A  
Tumwater, WA 98512  
3607543588  
accounting@thurstoncd.com

### Delivery

Free standard shipping + Signature  
Required  
Arrives no later than 02/21/2019

### Payment

Bank Account Debit from  
Timberland Bank  
Acct:xxxxx6554

Item	Quantity	Amount
 Basic Voucher Checks	1000	\$211.99



QTY  
1**Self Seal Voucher Check  
Envelopes**

500

\$101.99

**Subtotal****\$313.98**

Shipping &amp; handling

\$5.00

Taxes

\$28.40

**Total****\$347.38****Order questions?**

If you have questions, or want to change or cancel your order, give us a call at (866) 570-3842.

We're available to help Monday through Friday from 8am - 9pm (ET).



# Thurston Conservation District Check Detail

February 8, 2019

12:18 PM

02/12/2019

Num	Date	Name	Account	Paid Amount
19893	02/08/2019	A & L Western Agricultural Laboratories		
214868	01/21/2019	UNRESTRICTED:A098- Soil Tests	5314117 · Soil Testing	-40.80
				-40.80
19894	02/08/2019	Bishop, Stephanie		
	01/11/2019	GREEN:G019.105 NOAA ELG	5314901 · Meeting & Event Supplies	-52.00
				-52.00
19895	02/08/2019	Brighton Park Grange		
8605	01/23/2019	MISC:M400 - VSP	5314502 · Site Rental	-150.00
				-150.00
19896	02/08/2019	Comcast		
	12/24/2018	UNRESTRICTED:A010-Overhead	5314204 · Internet Services	-134.90
		UNRESTRICTED:A010-Overhead	5314201 · Telephone	-228.68
	01/24/2019	UNRESTRICTED:A010-Overhead	5314204 · Internet Services	-134.90
		UNRESTRICTED:A010-Overhead	5314201 · Telephone	-228.82
		UNRESTRICTED:A010-Overhead	5314111 · Late Fees & Penalties	-10.00
				-737.30
19897	02/08/2019	Crains Office Supply		
182401-1	01/21/2019	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	-37.00
				-37.00
19898	02/08/2019	Culligan Water Co.		
201901402	12/31/2018	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	-31.41
				-31.41
19899	02/08/2019	FP Mailing Solutions		
RI1039415	01/25/2019	UNRESTRICTED:A010-Overhead	5314503 · Equipment Leases	-120.88
				-120.88
19900	02/08/2019	Goldstreet Design		
1614	01/01/2019	GREEN:G019-SS GREEN(General)	5313103 · Project Supplies	-342.38
				-342.38
19901	02/08/2019	Grays Harbor Conservation District		
2019-1	01/09/2019	MISC:M400 - VSP	5314100 · Professional Services	-743.78
				-743.78

*Void  
Paid w/  
Credit Card  
Void Online*





Num	Date	Name	Account	Paid Amount
19902	02/08/2019	Griffin School District		
181900001	01/03/2019	GREEN:TCC:G019.28 Dawkins	5314112 · Bus Transportation	-266.16
		GREEN:TCC:G019.28 Dawkins	5314113 · Teacher Substitute Stipends	-442.32
				<u>-708.48</u>
19903	02/08/2019	Jan-Pro Cleaning Systems		
18-7045	01/01/2019	UNRESTRICTED:A010-Overhead	5314104 · Janitorial Services	-225.00
				<u>-225.00</u>
19904	02/08/2019	North Thurston Public Schools		
181900016	01/01/2019	GREEN:G019-SS GREEN(General)	5314113 · Teacher Substitute Stipends	-164.02
				<u>-164.02</u>
19905	02/08/2019	Olympia School District		
8404	01/02/2019	GREEN:G019.105 NOAA ELG	5314112 · Bus Transportation	-152.81
		GREEN:G019-SS GREEN(General)	5314112 · Bus Transportation	-209.78
				<u>-362.59</u>
19906	02/08/2019	Puget Sound Energy		
	12/31/2018	UNRESTRICTED:A010-Overhead	5314701 · Electricity	-133.38
		UNRESTRICTED:A010-Overhead	5314703 · Gas	-153.54
				<u>-286.92</u>
19907	02/08/2019	Regence - Life Insurance		
IN0419092	01/20/2019	UNRESTRICTED:A010-Overhead	5312017 · Life Insurance	-3.68
				<u>-3.68</u>
19908	02/08/2019	Ricoh USA, Inc.		
101551029	01/01/2019	UNRESTRICTED:A010-Overhead	5314503 · Equipment Leases	-184.67
				<u>-184.67</u>
19909	02/08/2019	South of the Sound Community Farmland Tru		
8506	01/16/2019	MISC:M400 - VSP	5314400 · Advertising	-150.00
				<u>-150.00</u>
19910	02/08/2019	United Concordia Insurance Co		
141048322	01/02/2019	UNRESTRICTED:A010-Overhead	5312012 · Dental Benefits	-265.29
				<u>-265.29</u>
19911	02/08/2019	VSP - Vision Care		
	01/17/2019	UNRESTRICTED:A010-Overhead	5312011 · Medical Benefits	-3.46
				<u>-3.46</u>

Void  
Paid Electronically

Check Voided  
Paid over telephone

Check Voided  
Paid electronically



Num	Date	Name	Account	Paid Amount
19912	02/08/2019	WA St University Energy Program		
19-0209	01/03/2019	UNRESTRICTED:A010-Overhead	5314106 · PDR Expense	-99.00
		UNRESTRICTED:A010-Overhead	5314103 · Computer Services	-686.00
				-785.00
19913	02/08/2019	WACD		
	01/02/2019	UNRESTRICTED:A010-Overhead	5314902 · Dues and Subscriptions	-150.00
				-150.00
19914	02/08/2019	Whitlock Limited Partnership 1		
	01/01/2019	UNRESTRICTED:A010-Overhead	5314700 · Utilities	-480.99
	02/01/2019	UNRESTRICTED:A010-Overhead	5314501 · Office Rent	-3,950.00
				-4,430.99
GRAND TOTAL				\$9,975.65

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

Richard Mankamyer, District Auditor



Board Member



# Bill Payment Stub

Check Date:	2/14/2019
Check No.:	EFT
Check Amount:	574.55

Thurston Conservation District  
Bldg 1 Suite A  
Tumwater, WA 98512  
2918 Ferguson St SW

Paid To: United Concordia Insurance Co  
PO Box 827377  
Philadelphia, PA 19182-7377

Date	Type	Reference	Original Amt.	Balance	Discount	Payment
1/2/2019	Bill	141048322	265.29	265.29		265.29
2/1/2019	Bill	141914170	309.26	309.26		309.26





**Washington State Department of Retirement Systems**  
**Electronic Payments**  
**Completed Payment Advice**

Employer: THURSTON CONSERVATION DISTRICT  
Report Period: 01/2019  
Retirement Due Date: 02/15/2019  
Payment Status: Submitted ( 02-15-19 1:33:34 PM by S. Shelton )

System	Report Group/Invoice #	Amount			
Deferred Compensation Program Payment					
DCP	919	0.00			
Total Amount for DCP:		0.00			
Plan 1 Payments					
PERS	2358	0.00			
Total Amount for Plan 1:		0.00			
Plan 2 Payments					
PERS	2358	4201.44			
Total Amount for Plan 2:		4201.44			
Plan 3 Payments					
	DB Employer	DC WSIB	DC Self		
PERS	2358	670.87	0.00	261.45	932.32
		0.00	0.00	0.00	
Total Amount for Plan 3:					932.32
Total Payment Amount:					5133.76
Scheduled Date of Payment:					2/20/2019





# Bill Payment Stub

Check Date: 2/20/2019  
Check No.: EFT  
Check Amount: 53.16

Thurston Conservation District  
Bldg 1 Suite A  
Tumwater, WA 98512  
2918 Ferguson St SW

Paid To: VSP  
3333 Quality Drive  
Rancho Cordova, CA 95670

Date	Type	Reference	Original Amt.	Balance	Discount	Payment
1/17/2019	Bill	806311771	14.06	14.06		14.06
2/17/2019	Bill	806457039	39.10	39.10		39.10

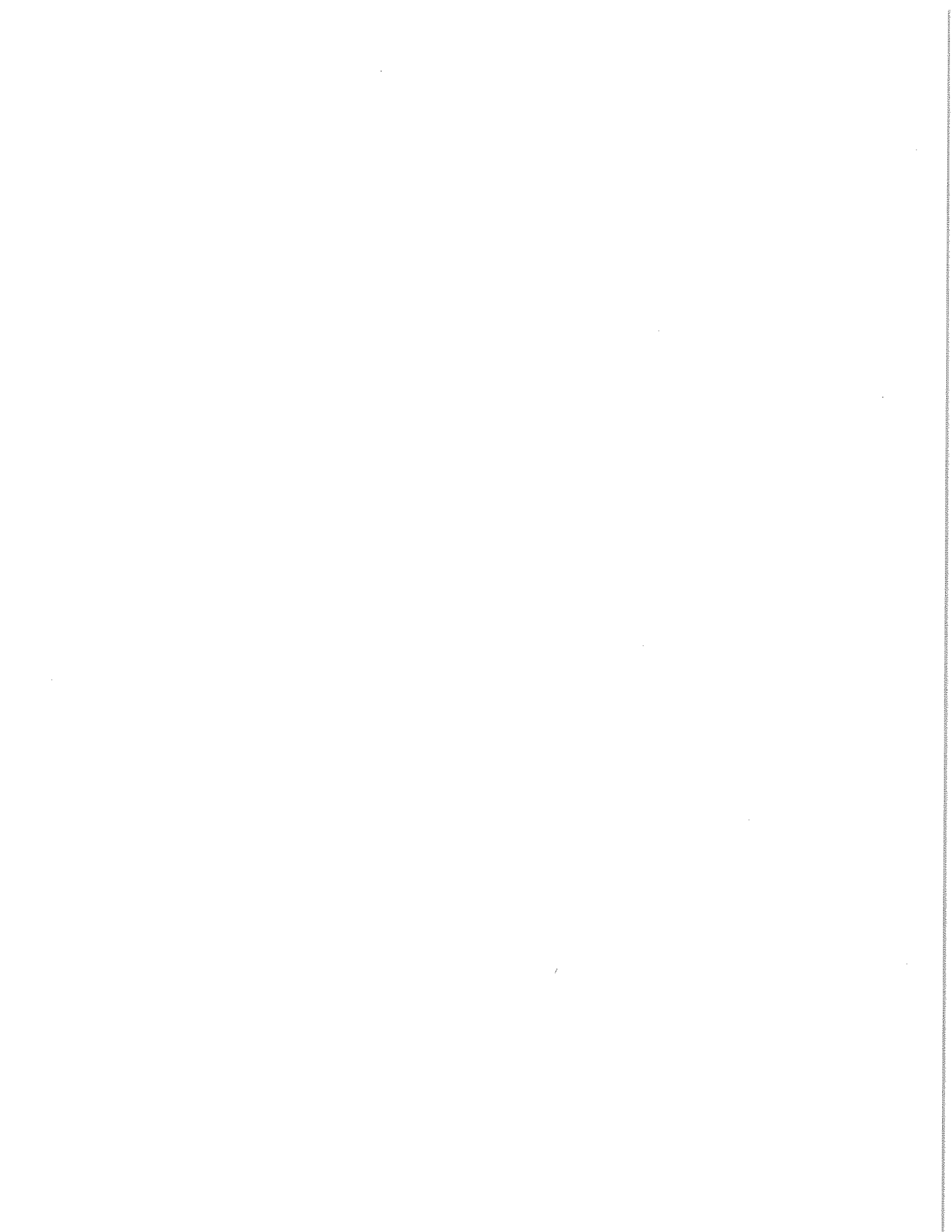




**Washington State Department of Retirement Systems**  
**Electronic Payments**  
**Completed Payment Advice**

Employer: THURSTON CONSERVATION DISTRICT  
Report Period: 02/2019  
Retirement Due Date: 03/15/2019  
Payment Status: Submitted ( 02-21-19 1:48:09 PM by S. Shelton )

System	Report Group/Invoice #	Amount		
Deferred Compensation Program Payment				
DCP	919	50.00		
Total Amount for DCP:		50.00		
Plan 1 Payments				
PERS	2358	0.00		
Total Amount for Plan 1:		0.00		
Plan 2 Payments				
PERS	2358	0.00		
Total Amount for Plan 2:		0.00		
Plan 3 Payments				
	DB Employer	DC WSIB	DC Self	
PERS	2358	0.00	0.00	0.00
		0.00	0.00	
Total Amount for Plan 3:				0.00
Total Payment Amount:				50.00
Scheduled Date of Payment:				2/25/2019



**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!**

<b>EFT ACKNOWLEDGEMENT NUMBER:</b>	270945372312565
------------------------------------	-----------------

**PLEASE NOTE**

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

Payment Information	Entered Data
<b>Taxpayer EIN</b>	xxxxx1612
<b>Tax Form</b>	941 Employers Federal Tax
<b>Tax Type</b>	Federal Tax Deposit
<b>Tax Period</b>	Q1/2019
<b>Payment Amount</b>	\$2,317.50
<b>Settlement Date</b>	02/22/2019
<b>Subcategories:</b>	
<b>1 Social Security</b>	\$1,345.76
<b>2 Medicare</b>	\$314.74
<b>3 Tax Withholding</b>	\$657.00
<b>Account Number</b>	xxxxxx8554
<b>Account Type</b>	CHECKING
<b>Routing Number</b>	325170754
<b>Bank Name</b>	TIMBERLAND BANK



# Bill Payment Stub

Check Date: 2/25/2019  
Check No.: EFT  
Check Amount: 62.82

Thurston Conservation District  
Bldg 1 Suite A  
Tumwater, WA 98512  
2918 Ferguson St SW

Paid To: Culligan Seattle, Wa  
3728 E. Longfellow Ave  
Suite 1  
Spokane, WA 99217

Date	Type	Reference	Original Amt.	Balance	Discount	Payment
12/31/2018	Bill	201901402736	31.41	31.41		31.41
1/31/2019	Bill	201902402736	31.41	31.41		31.41





# Thurston Conservation District

## Grant Balances Reprt

February 2019

Suspended Grants

RCO	Account Number	Grant Number	Grant Period		Total Grant Amount	Thru Feb 28	Remaining Balance	% of Time	% of Budget
			1-Mar-17	31-Dec-20					
	R030	16-1406	1-Mar-17	31-Dec-20	110,500.00	105,152.14	5,347.86	51.11%	95.16%
DOF		Not Yet Finalized			60,860.00	0.00	60,860.00		
WA Conservation Commission	Implementaton	W086	1-Jul-18	30-Jun-19	90,000.00	90,000.00	0.00	63.64%	100.00%
	Chehalis Flood Plain Outreach	W050	1-Mar-18	30-Jun-19	132,400.00	69,215.77	63,184.23	73.33%	52.28%
	CREP TA	W070	1-Jul-17	30-Jun-19	68,247.00	35,430.95	32,816.05	82.61%	51.92%
	CREP Cost Share	W070 CS	1-Jul-17	30-Jun-19	29,167.00	17,134.00	12,033.00	82.61%	58.74%
	NRI Cost Share	W070	23-Apr-18	30-Jun-19	72,812.50	57,598.00	15,214.50	71.43%	79.10%
	Livestock	W025	1-Jul-17	30-Jun-19	27,654.00	27,565.00	89.00	82.61%	99.68%

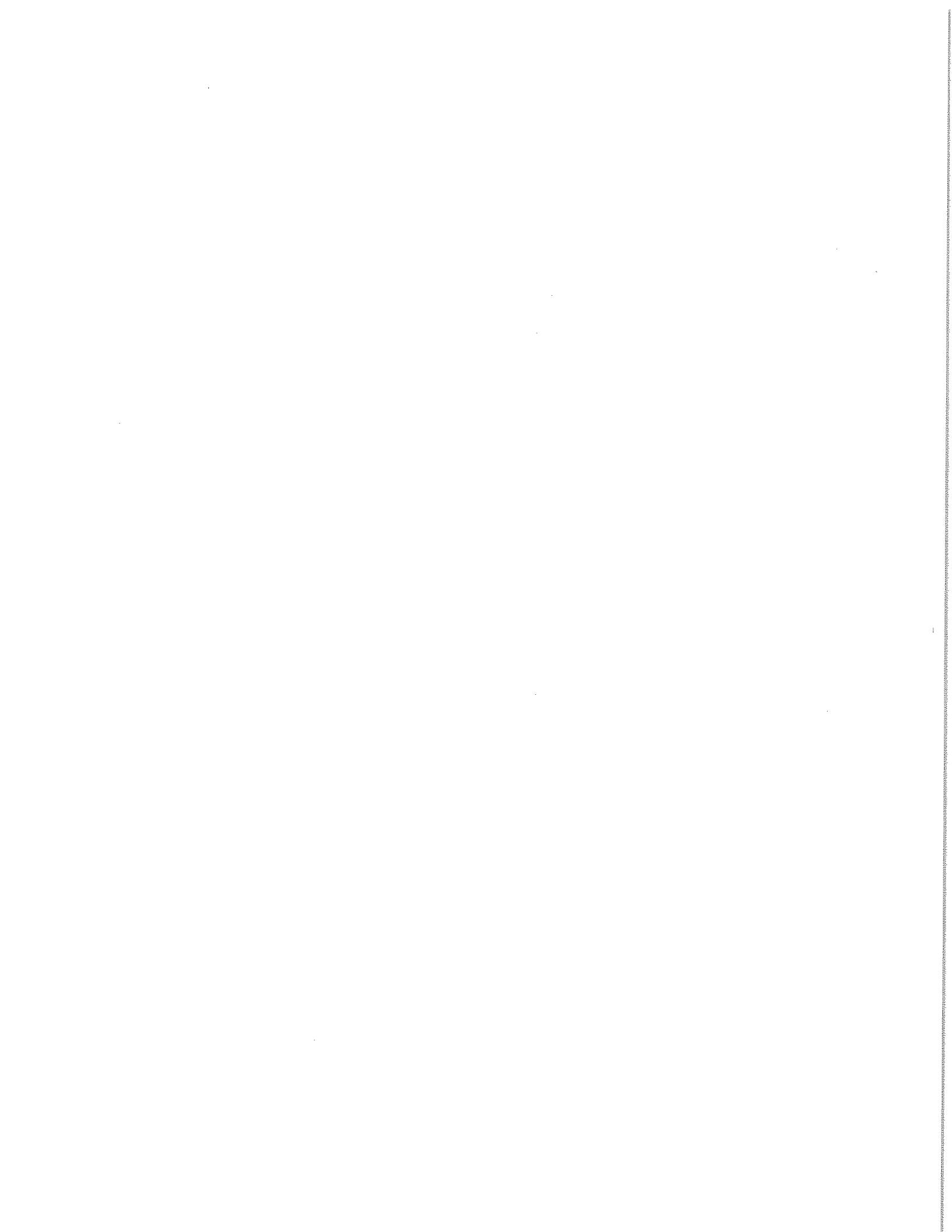


Thurston Conservation District

Grant Balances Reprt

February 2019

South Sound Green									
Account Number	Grant Number	Grant Period		Total Grant Amount	Thru Feb 28	Remaining Balance	% of Time	% of Budget	
General	G019-SS	1-Jan-19	31-Dec-19	49,200.00	5,138.17	44,061.83	9.09%	10.44%	
TCC	TCC	1-Jan-12	Until Spent	69,813.00	40,136.34	29,676.66	NA	57.49%	
NOAA ELG	G019.105	1-May-16	30-Jun-19	43,709.00	40,913.81	2,795.19	89.19%	93.61%	
NOAA B-WET	G019.106	1-Aug-18	31-Jul-19	5,866.00	1,937.76	3,928.24	54.55%	33.03%	
DOE Centennial	Not Yet Finalized			16,530.00	0.00	16,530.00			
Nearshore	Not Yet Finalized			18,300.00	0.00	18,300.00			
TCD Assessment	Not Yet Finalized			20,501.00	0.00	20,501.00			
ESD 113 Climate Ed		1-Jan-19	31-Dec-19	4,000.00	0.00	4,000.00	9.09%	0.00%	
Prairies and Pollinators	G019.27	22-Mar-17	31-Aug-19	30,000.00	10,966.00	19,034.00	79.31%	36.55%	



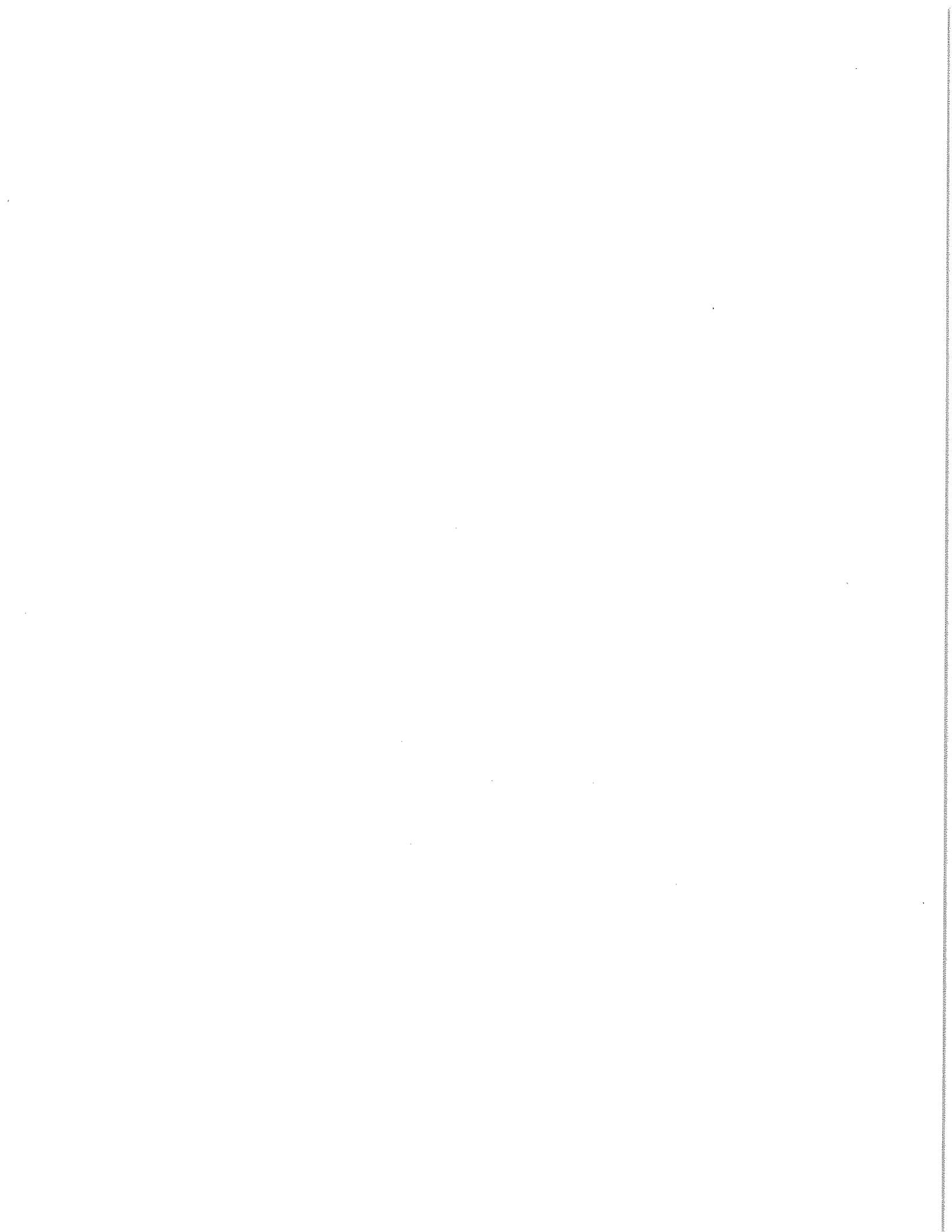
# Thurston Conservation District

## Grant Balances Reprt

February 2019

	Account Number	Grant Number	Grant Period		Total Grant Amount	Thru Feb 28	Remaining Balance	% of Time	% of Budget
Soil Health Grant	M065	16-49-TS	21-Jun-17	31-Dec-20	29,986.34	13,039.13	16,947.21	47.62%	43.48%
			1-Jan-18	30-Jun-19	77,460.00	27,300.85	50,159.15	76.47%	35.25%
Thurston NTA		Not Yet Finalized			40,000.00	0.00	40,000.00		
TCD VSP		Not Yet Finalized			50,000.00	0.00	50,000.00		
TCD Easement		Not Yet Finalized			35,374.00	0.00	35,374.00		

Miscellaneous



Thurston Conservation District  
**Balance Sheet**  
As of February 28, 2019

	Feb 28, 19
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
3088010 Checking Accounts	26,606.38
3088020 Savings Accounts	10,775.85
3088030 Petty Cash	330.00
Total Checking/Savings	37,712.23
Accounts Receivable	51,740.91
Other Current Assets	10,998.04
Total Current Assets	100,451.18
<b>TOTAL ASSETS</b>	<b>100,451.18</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	101,118.25
Long Term Liabilities	60,741.35
Total Liabilities	161,859.60
Equity	-61,408.42
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>100,451.18</b>





**Thurston Conservation District**  
**Balance Sheet Prev Year Comparison**  
**As of February 28, 2019**

	<u>Feb 28, 19</u>	<u>Feb 28, 18</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
3088010 Checking Accounts	26,606.38	11,992.39	14,613.99	121.9%
3088020 Savings Accounts	10,775.85	284,482.08	-273,706.23	-96.2%
3088030 Petty Cash	330.00	675.70	-345.70	-51.2%
<b>Total Checking/Savings</b>	<u>37,712.23</u>	<u>297,150.17</u>	<u>-259,437.94</u>	<u>-87.3%</u>
<b>Accounts Receivable</b>	51,740.91	110,239.47	-58,498.56	-53.1%
<b>Other Current Assets</b>	10,998.04	13,792.50	-2,794.46	-20.3%
<b>Total Current Assets</b>	<u>100,451.18</u>	<u>421,182.14</u>	<u>-320,730.96</u>	<u>-76.2%</u>
<b>TOTAL ASSETS</b>	<u>100,451.18</u>	<u>421,182.14</u>	<u>-320,730.96</u>	<u>-76.2%</u>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>	101,118.25	64,599.19	36,519.06	56.5%
<b>Long Term Liabilities</b>	60,741.35	228,411.69	-167,670.34	-73.4%
<b>Total Liabilities</b>	<u>161,859.60</u>	<u>293,010.88</u>	<u>-131,151.28</u>	<u>-44.8%</u>
<b>Equity</b>	<u>-61,408.42</u>	<u>128,171.26</u>	<u>-189,579.68</u>	<u>-147.9%</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u>100,451.18</u>	<u>421,182.14</u>	<u>-320,730.96</u>	<u>-76.2%</u>



10:32 AM

## Thurston Conservation District

## Profit &amp; Loss

03/29/19

February 2019

Accrual Basis

	Feb 19
Ordinary Income/Expense	
Income	
3431100 · Retail Sales	354.28
3300000 · Grant Revenue	25,065.43
3685000 · Assessment	1,323.28
Total Income	26,742.99
Gross Profit	26,742.99
Expense	
5531010 · Salaries & Benefits	30,751.07
5314102 · Audit & Accounting	504.90
5314103 · Computer Services	730.00
5314104 · Janitorial Services	225.00
5314100 · Professional Services	2,635.81
5314501 · Office Rent	3,950.00
5314700 · Utilities	389.47
5314503 · Equipment Leases	184.67
5314400 · Advertising	126.52
5314200 · Communications	363.72
5313101 · Office Supplies	632.40
5313102 · Photocopier Usage	216.90
5314202 · Postage & Shipping	2,633.60
5314117 · Soil Testing	364.80
Project Expenses	702.72
5314203 · Printing Services	3,412.22
5314302 · Staff - Conference & Training	310.00
5314300 · Staff - Travel	19.26
5313200 · Vehicle Usage	31.07
5314600 · Liability Insurance Premiums	1,174.25
5314110 · Bank Fees & Interest Charges	146.61
5314111 · Late Fees & Penalties	10.00
5314999 · Overhead Allocation	0.00
Total Expense	49,514.99
Net Ordinary Income	-22,772.00
Net Income	-22,772.00

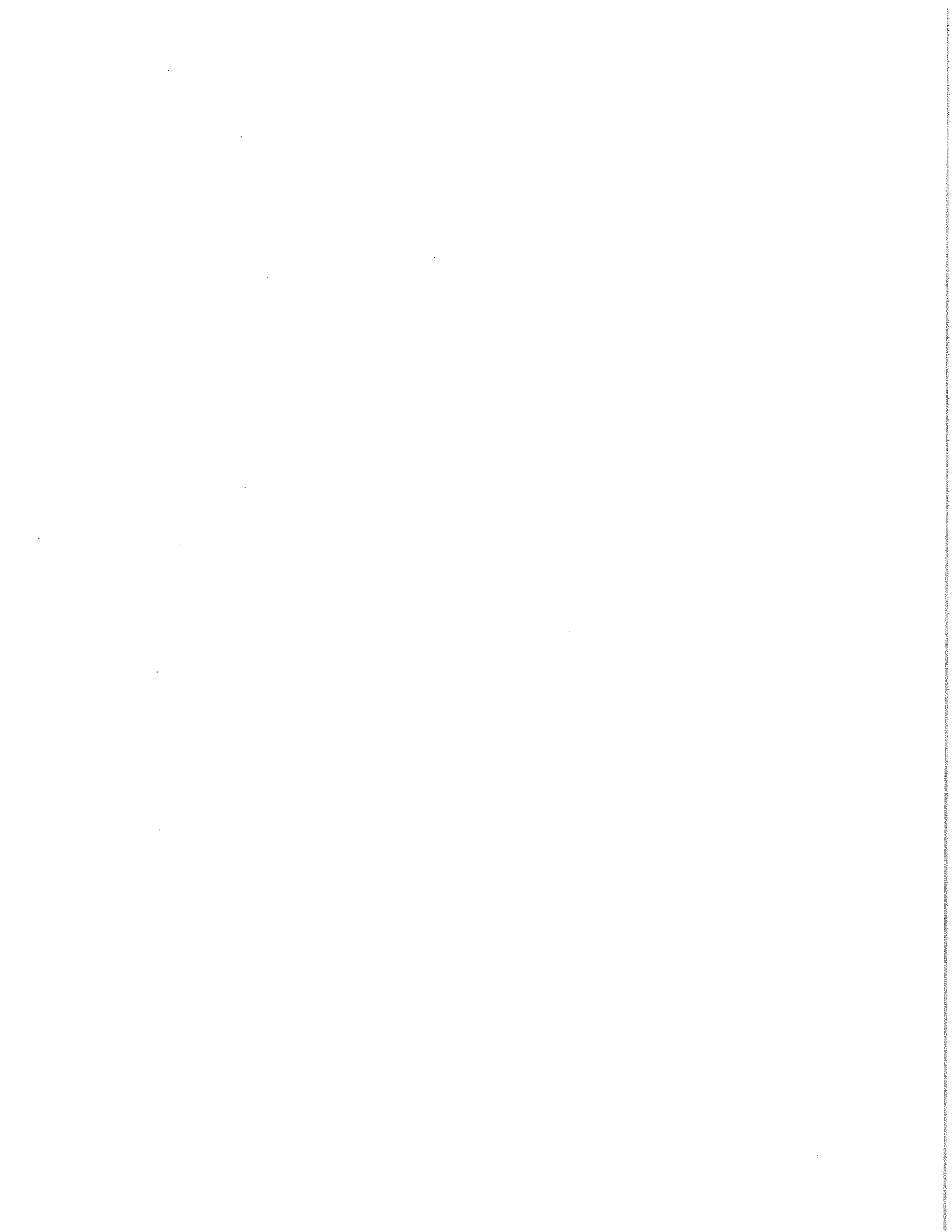


# Thurston Conservation District

## Profit & Loss Prev Year Comparison

### February 2019

	Feb 19	Feb 18	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
3431100 · Retail Sales	354.28	1,189.19	-834.91	-70.2%
3300000 · Grant Revenue	25,065.43	29,952.73	-4,887.30	-16.3%
3611100 · Interest Income	0.00	19.61	-19.61	-100.0%
3685000 · Assessment	1,323.28	2,253.06	-929.78	-41.3%
3600000 · Miscellaneous Revenue	0.00	903.63	-903.63	-100.0%
<b>Total Income</b>	<u>26,742.99</u>	<u>34,318.22</u>	<u>-7,575.23</u>	<u>-22.1%</u>
<b>Gross Profit</b>	26,742.99	34,318.22	-7,575.23	-22.1%
<b>Expense</b>				
5531010 · Salaries & Benefits	30,751.07	53,494.30	-22,743.23	-42.5%
5314102 · Audit & Accounting	504.90	75.00	429.90	573.2%
5314103 · Computer Services	730.00	0.00	730.00	100.0%
5314104 · Janitorial Services	225.00	312.52	-87.52	-28.0%
5314100 · Professional Services	2,635.81	1,275.00	1,360.81	106.7%
5314501 · Office Rent	3,950.00	3,950.00	0.00	0.0%
5314700 · Utilities	389.47	1,237.82	-848.35	-68.5%
5314503 · Equipment Leases	184.67	305.44	-120.77	-39.5%
5314400 · Advertising	126.52	732.63	-606.11	-82.7%
5314200 · Communications	363.72	360.93	2.79	0.8%
5313101 · Office Supplies	632.40	522.97	109.43	20.9%
5313102 · Photocopier Usage	216.90	116.68	100.22	85.9%
5314202 · Postage & Shipping	2,633.60	89.49	2,544.11	2,842.9%
5314117 · Soil Testing	364.80	12.00	352.80	2,940.0%
5314108 · Construction & Landscaping	0.00	1,062.50	-1,062.50	-100.0%
Project Expenses	702.72	2,057.79	-1,355.07	-65.9%
5314203 · Printing Services	3,412.22	0.00	3,412.22	100.0%
5314302 · Staff - Conference & Training	310.00	50.00	260.00	520.0%
5314300 · Staff - Travel	19.26	8.00	11.26	140.8%
5313200 · Vehicle Usage	31.07	148.74	-117.67	-79.1%
5314902 · Dues and Subscriptions	0.00	59.00	-59.00	-100.0%
5314600 · Liability Insurance Premiums	1,174.25	951.25	223.00	23.4%
5314110 · Bank Fees & Interest Charges	146.61	94.66	51.95	54.9%
5314111 · Late Fees & Penalties	10.00	67.18	-57.18	-85.1%
5314999 · Overhead Allocation	0.00	0.00	0.00	0.0%
66100 · Cleaned up Item Adj. Expense	0.00	172.00	-172.00	-100.0%
66900 · Reconciliation Discrepancies	0.00	34.28	-34.28	-100.0%
<b>Total Expense</b>	<u>49,514.99</u>	<u>67,190.18</u>	<u>-17,675.19</u>	<u>-26.3%</u>
<b>Net Ordinary Income</b>	<u>-22,772.00</u>	<u>-32,871.96</u>	<u>10,099.96</u>	<u>30.7%</u>
<b>Net Income</b>	<u><u>-22,772.00</u></u>	<u><u>-32,871.96</u></u>	<u><u>10,099.96</u></u>	<u><u>30.7%</u></u>



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03/01/19

Thurston Conservation District

Reconciliation Summary

3081001 - Checking-6554 Timberland, Period Ending 02/28/2019

	Feb 28, 19
Beginning Balance	93,541.42
Cleared Transactions	
Checks and Payments - 27 items	-92,054.02
Deposits and Credits - 18 items	34,816.61
Total Cleared Transactions	-57,237.41
Cleared Balance	36,304.01
Uncleared Transactions	
Checks and Payments - 18 items	-9,697.63
Total Uncleared Transactions	-9,697.63
Register Balance as of 02/28/2019	26,606.38
New Transactions	
Checks and Payments - 7 items	-6,978.77
Deposits and Credits - 1 item	3,921.69
Total New Transactions	-3,057.08
Ending Balance	23,549.30





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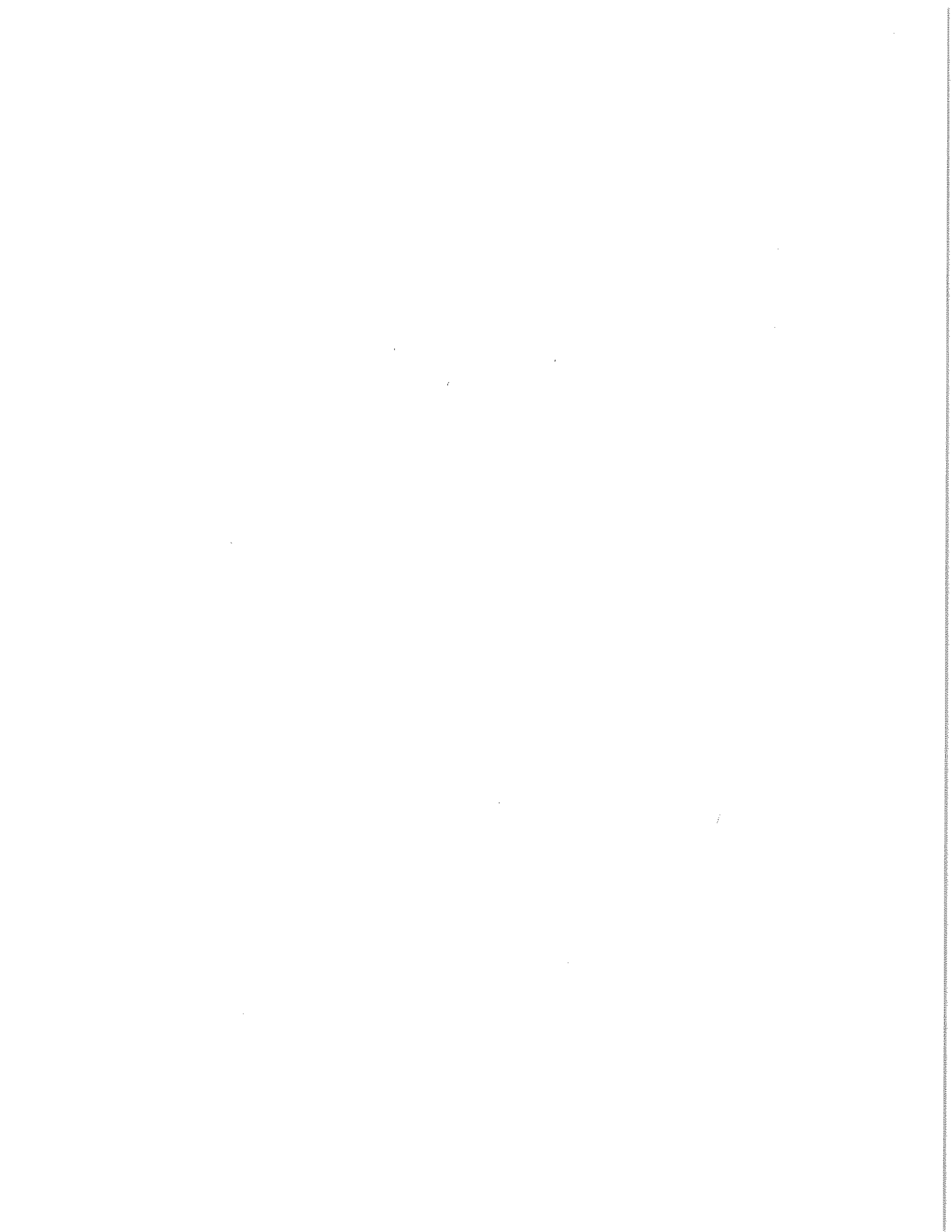
03/01/19

## Thurston Conservation District

## Reconciliation Detail

3081001 - Checking-6554 Timberland, Period Ending 02/28/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						93,541.42
Cleared Transactions						
Checks and Payments - 27 items						
Bill Pmt -Check	01/03/2019	19866	Whitlock Limited Par...	X	-3,950.00	-3,950.00
Bill Pmt -Check	01/03/2019	19865	VSP - Vision Care	X	-9.40	-3,959.40
Bill Pmt -Check	01/23/2019	19885	Kysar & Kolstinen, Inc	X	-51,319.13	-55,278.53
Bill Pmt -Check	01/23/2019	19884	FCS Group	X	-2,250.00	-57,528.53
Bill Pmt -Check	01/23/2019	19886	Pacific Education In...	X	-859.00	-58,387.53
Bill Pmt -Check	01/23/2019	19890	WA St Auditor's Office	X	-523.05	-58,910.58
Bill Pmt -Check	01/23/2019	19887	Pioneer Fire & Secu...	X	-178.18	-59,088.76
Bill Pmt -Check	01/23/2019	19891	Wa St Conservation ...	X	-175.75	-59,264.51
Bill Pmt -Check	01/23/2019	19889	Ricoh, USA Inc - Us...	X	-92.38	-59,356.89
Bill Pmt -Check	01/23/2019	19892	VSP - Vision Care	X	-56.32	-59,413.21
Bill Pmt -Check	01/23/2019	19883	A & L Western Agric...	X	-12.00	-59,425.21
Bill Pmt -Check	01/23/2019	19888	Regence - Life Insur...	X	-9.86	-59,435.07
Sales Tax Payment	01/28/2019	EFT	WA St Dept of Reve...	X	-94.52	-59,529.59
Bill Pmt -Check	01/31/2019	EFT	Internal Revenue Se...	X	-864.49	-60,394.08
Check	02/06/2019	EFT	Regence - Health C...	X	-2,770.34	-63,164.42
Liability Check	02/06/2019	EFT	Internal Revenue Se...	X	-2,518.48	-65,682.90
Bill Pmt -Check	02/06/2019	EFT	Pacific Disposal	X	-50.70	-65,733.60
Liability Check	02/06/2019	EFT	WA St Dept of Retir...	X	-50.00	-65,783.60
Liability Check	02/07/2019		QuickBooks Payroll ...	X	-8,880.81	-74,664.41
Check	02/08/2019	EFT	Wells Fargo	X	-650.00	-75,314.41
Check	02/08/2019	EFT	Intuit	X	-347.37	-75,661.78
Bill Pmt -Check	02/14/2019	EFT	United Concordia In...	X	-574.55	-76,236.33
Liability Check	02/15/2019	EFT	WA St Dept of Retir...	X	-5,133.76	-81,370.09
Bill Pmt -Check	02/20/2019	EFT	VSP - Vision Care	X	-53.16	-81,423.25
Liability Check	02/21/2019	EFT	Internal Revenue Se...	X	-2,317.50	-83,740.75
Liability Check	02/21/2019	EFT	WA St Dept of Retir...	X	-50.00	-83,790.75
Liability Check	02/22/2019		QuickBooks Payroll ...	X	-8,263.27	-92,054.02
Total Checks and Payments					-92,054.02	-92,054.02
Deposits and Credits - 18 items						
Deposit	02/01/2019			X	8,215.38	8,215.38
Deposit	02/06/2019			X	3,858.82	12,074.20
Bill Pmt -Check	02/08/2019	19907	Regence - Life Insur...	X	0.00	12,074.20
Bill Pmt -Check	02/08/2019	19910	United Concordia In...	X	0.00	12,074.20
Bill Pmt -Check	02/08/2019	19911	VSP - Vision Care	X	0.00	12,074.20
Bill Pmt -Check	02/08/2019	19898	Culligan Water Co.	X	0.00	12,074.20
Bill Pmt -Check	02/08/2019	19897	Crains Office Supply	X	0.00	12,074.20
Deposit	02/11/2019			X	1,323.28	13,397.48
Deposit	02/20/2019			X	1,285.07	14,682.55
Paycheck	02/25/2019	dd042...	Moorehead, Sarah	X	0.00	14,682.55
Paycheck	02/25/2019	dd042...	Shelton, Susan A	X	0.00	14,682.55
Paycheck	02/25/2019	dd042...	Healy, Mara E	X	0.00	14,682.55
Paycheck	02/25/2019	dd042...	Warren, Nicole A	X	0.00	14,682.55
Paycheck	02/25/2019	dd042...	Bishop, Stephanie E	X	0.00	14,682.55
Paycheck	02/25/2019	dd042...	White, Nora E	X	0.00	14,682.55
Deposit	02/25/2019			X	7,647.84	22,330.39
Deposit	02/25/2019			X	8,230.91	30,561.30
Deposit	02/27/2019			X	4,255.31	34,816.61
Total Deposits and Credits					34,816.61	34,816.61
Total Cleared Transactions					-57,237.41	-57,237.41
Cleared Balance					-57,237.41	36,304.01
Uncleared Transactions						
Checks and Payments - 18 items						
Bill Pmt -Check	02/08/2019	19914	Whitlock Limited Par...		-4,430.99	-4,430.99
Bill Pmt -Check	02/08/2019	19912	WA St University En...		-785.00	-5,215.99
Bill Pmt -Check	02/08/2019	19901	Grays Harbor Conse...		-743.78	-5,959.77
Bill Pmt -Check	02/08/2019	19896	Comcast		-737.30	-6,697.07
Bill Pmt -Check	02/08/2019	19902	Griffin School District		-708.48	-7,405.55
Bill Pmt -Check	02/08/2019	19905	Olympia School Dist...		-362.59	-7,768.14
Bill Pmt -Check	02/08/2019	19900	Goldstreet Design		-342.38	-8,110.52
Bill Pmt -Check	02/08/2019	19906	Puget Sound Energy		-286.92	-8,397.44



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03/01/19

# Thurston Conservation District Reconciliation Detail

3081001 - Checking-6554 Timberland, Period Ending 02/28/2019

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	02/08/2019	19903	Jan-Pro Cleaning Sy...		-225.00	-8,622.44
Bill Pmt -Check	02/08/2019	19908	Ricoh USA, Inc.		-184.67	-8,807.11
Bill Pmt -Check	02/08/2019	19904	North Thurston Publi...		-164.02	-8,971.13
Bill Pmt -Check	02/08/2019	19909	South of the Sound ...		-150.00	-9,121.13
Bill Pmt -Check	02/08/2019	19913	WACD		-150.00	-9,271.13
Bill Pmt -Check	02/08/2019	19895	Brighton Park Grange		-150.00	-9,421.13
Bill Pmt -Check	02/08/2019	19899	FP Mailing Solutions		-120.88	-9,542.01
Bill Pmt -Check	02/08/2019	19894	Bishop, Stephanie		-52.00	-9,594.01
Bill Pmt -Check	02/08/2019	19893	A & L Western Agric...		-40.80	-9,634.81
Bill Pmt -Check	02/25/2019	EFT	Culligan Water Co.		-62.82	-9,697.63
Total Checks and Payments					-9,697.63	-9,697.63
Total Uncleared Transactions					-9,697.63	-9,697.63
Register Balance as of 02/28/2019					-66,935.04	26,606.38
<b>New Transactions</b>						
<b>Checks and Payments - 7 items</b>						
Bill Pmt -Check	03/01/2019	19920	Whitlock Limited Par...		-3,950.00	-3,950.00
Bill Pmt -Check	03/01/2019	19915	First Student Charter		-1,555.00	-5,505.00
Bill Pmt -Check	03/01/2019	19916	Get Outside Olympia		-825.00	-6,330.00
Bill Pmt -Check	03/01/2019	19918	Puget Sound Energy		-307.67	-6,637.67
Bill Pmt -Check	03/01/2019	19919	Ricoh, USA Inc - Us...		-174.60	-6,812.27
Bill Pmt -Check	03/01/2019	19917	Olympian, The		-162.82	-6,975.09
Bill Pmt -Check	03/01/2019	EFT	Regence - Life Insur...		-3.68	-6,978.77
Total Checks and Payments					-6,978.77	-6,978.77
<b>Deposits and Credits - 1 item</b>						
Deposit	03/01/2019				3,921.69	3,921.69
Total Deposits and Credits					3,921.69	3,921.69
Total New Transactions					-3,057.08	-3,057.08
Ending Balance					-69,992.12	23,549.30





624 Simpson Ave. • Hoquiam, WA 98550  
Return Service Requested

00003806-0022831-0001-0003-TIMR8006630221199511

Page 1 of 3

02/21/2019

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

CYCLE-030

\*\*\*\*\*6554

**FREE BUSINESS CK**

\*\*\*\*06554

PREVIOUS STATEMENT BALANCE AS OF 01/31/19 ..... 93,541.42  
PLUS 4 DEPOSITS AND OTHER CREDITS ..... 14,682.55  
LESS 25 CHECKS AND OTHER DEBITS ..... 81,423.25  
LESS MAINTENANCE FEE ..... 0  
CURRENT STATEMENT BALANCE AS OF February 21, 2019 ..... 26,800.72  
NUMBER OF DAYS IN THIS STATEMENT PERIOD: 21

**\*\*\* CHECK TRANSACTIONS \*\*\***

Date	Serial	Amount	Date	Serial	Amount	Date	Serial	Amount
02/19	19865 *	9.40	02/12	19885	51,319.13	02/05	19889	92.38
02/01	19866	3,950.00	02/11	19886	859.00	02/06	19890	523.05
02/13	19883 *	12.00	02/06	19887	178.18	02/08	19891	175.75
02/06	19884	2,250.00	02/07	19888	9.86	02/08	19892	56.32

(\*) Asterisk denotes skip in check sequence

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

Date	Description	Amount
02/01	AC WA DEPT REVENUE TAX PYMT	94.52
02/01	AC IRS USATAXPYMT	864.49
02/06	AC InstaMed REGENCE BL	2,770.34
02/07	AC WASTE CONNECTION WEB_PAY	22.26
02/07	AC WASTE CONNECTION WEB_PAY	28.44
02/07	AC IRS USATAXPYMT	2,518.48
02/07	AC INTUIT PAYROLL S QUICKBOOKS	8,880.81
02/08	AC WA DEPT RET SYS DRS EPAY	50.00
02/11	AC WELLS FARGO CARD PHONE PYMT	650.00
02/12	AC INTUIT CHECKSFORM	347.37
02/19	AC UCCI EDI PAYMTS	574.55
02/20	AC WA DEPT RET SYS DRS EPAY	5,133.76
02/21	AC VSP VISION CARE, CORP PYMNT	53.16



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[www.timberlandbank.com](http://www.timberlandbank.com)



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28





624 Simpson Ave. • Hoquiam, WA 98550  
Return Service Requested

Page 2 of 3

02/21/2019

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

\*\*\*\*\*6554

\*\*\* DEPOSITS \*\*\*

Date	Description	Amount
02/01	AC WA ST SCC VENDOR PAY	8,215.38
02/06	CK Deposit	3,858.82
02/11	AC TCTREASURER 1104 CITYREMIT	1,323.28
02/20	CK Deposit	1,285.07

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

Date	Balance	Date	Balance	Date	Balance	Date	Balance
01/31	93,541.42	02/01	96,847.79	02/05	96,755.41	02/06	94,892.66
02/07	83,432.81	02/08	83,150.74	02/11	82,965.02	02/12	31,298.52
02/13	31,286.52	02/19	30,702.57	02/20	26,853.88	02/21	26,800.72

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





THURSTON CONSERVATION DISTRICT 2018 FERGUSON ST SW, SUITE A TUMWATER, WA 98512-4187 360-784-3358		THURSTON CONSERVATION DISTRICT 423 WASHINGTON STREET SE OLYMPIA, WA 98501 1/23/2019	18865 14-793511
PAY TO THE ORDER OF	VSP - Vision Care	\$ 4.40	
Two and 40/100			
VSP 5333 County Oaks Rancho Conejo, CA 92670			
MEMO			
P01496654* 13251707544 490006554*			

02/19/2019 19865 \$9.40

THURSTON CONSERVATION DISTRICT 2018 FERGUSON ST SW, SUITE A TUMWATER, WA 98512-4187 360-784-3358		THURSTON CONSERVATION DISTRICT 423 WASHINGTON STREET SE OLYMPIA, WA 98501 1/23/2019	18866 14-793511
PAY TO THE ORDER OF	Whitlock United Partnership 1	\$ 3,950.00	
Three Thousand Nine Hundred Fifty and 00/100			
Whitlock United Partnership 1 2215 26th Avenue S.W. Suite A Tumwater, WA 98512			
MEMO January 2019 Rent			
P01496654* 13251707544 490006554*			

02/01/2019 19866 \$3,950.00

THURSTON CONSERVATION DISTRICT 2018 FERGUSON ST SW, SUITE A TUMWATER, WA 98512-4187 360-784-3358		THURSTON CONSERVATION DISTRICT 423 WASHINGTON STREET SE OLYMPIA, WA 98501 1/23/2019	19883 14-793511
PAY TO THE ORDER OF	A&L Western Agricultural Laboratories	\$ 12.00	
Twelve and 00/100			
A&L Western Agricultural Laboratories 1311 Woodland Avenue, Suite 201 Mukwonago, IL 60051			
MEMO			
P01496654* 13251707544 490006554*			

02/13/2019 19883 \$12.00

THURSTON CONSERVATION DISTRICT 2018 FERGUSON ST SW, SUITE A TUMWATER, WA 98512-4187 360-784-3358		THURSTON CONSERVATION DISTRICT 423 WASHINGTON STREET SE OLYMPIA, WA 98501 1/23/2019	19884 14-793511
PAY TO THE ORDER OF	FCG Group	\$ 2,250.00	
Two Thousand Two Hundred Fifty and 00/100			
FCG Group 2225 16th Ave NE Suite D-215 Redmond, WA 98052			
MEMO			
P01496654* 13251707544 490006554*			

02/06/2019 19884 \$2,250.00

THURSTON CONSERVATION DISTRICT 2018 FERGUSON ST SW, SUITE A TUMWATER, WA 98512-4187 360-784-3358		THURSTON CONSERVATION DISTRICT 423 WASHINGTON STREET SE OLYMPIA, WA 98501 1/23/2019	19885 14-793511
PAY TO THE ORDER OF	Ryan & Kishner, Inc	\$ 51,319.13	
Fifty One Thousand Three Hundred Thirteen and 13/100			
Ryan & Kishner, Inc PO Box 2213 Woodland, WA 98574			
MEMO			
P01496654* 13251707544 490006554*			

02/12/2019 19885 \$51,319.13

THURSTON CONSERVATION DISTRICT 2018 FERGUSON ST SW, SUITE A TUMWATER, WA 98512-4187 360-784-3358		THURSTON CONSERVATION DISTRICT 423 WASHINGTON STREET SE OLYMPIA, WA 98501 1/23/2019	19886 14-793511
PAY TO THE ORDER OF	Public Education Institute	\$ 859.00	
Eight Hundred Fifty Nine and 00/100			
Public Education Institute 724 Columbia SL NW Suite 255 Olympia, WA 98501			
MEMO			
P01496654* 13251707544 490006554*			

02/11/2019 19886 \$859.00

THURSTON CONSERVATION DISTRICT 2018 FERGUSON ST SW, SUITE A TUMWATER, WA 98512-4187 360-784-3358		THURSTON CONSERVATION DISTRICT 423 WASHINGTON STREET SE OLYMPIA, WA 98501 1/23/2019	19887 14-793511
PAY TO THE ORDER OF	Floor of Fire & Security, Inc	\$ 178.18	
One Hundred Seventy Eight and 18/100			
Floor of Fire & Security, Inc P.O. Box 657 East Olympia, WA 98513-0557			
MEMO			
P01496654* 13251707544 490006554*			

02/06/2019 19887 \$178.18

THURSTON CONSERVATION DISTRICT 2018 FERGUSON ST SW, SUITE A TUMWATER, WA 98512-4187 360-784-3358		THURSTON CONSERVATION DISTRICT 423 WASHINGTON STREET SE OLYMPIA, WA 98501 1/23/2019	19888 14-793511
PAY TO THE ORDER OF	Regence Life & Health	\$ 9.86	
Nine and 86/100			
Living Assurance Company P.O. Box 640 Portland, OR 97224-0640			
MEMO			
P01496654* 13251707544 490006554*			

02/07/2019 19888 \$9.86

THURSTON CONSERVATION DISTRICT 2018 FERGUSON ST SW, SUITE A TUMWATER, WA 98512-4187 360-784-3358		THURSTON CONSERVATION DISTRICT 423 WASHINGTON STREET SE OLYMPIA, WA 98501 1/23/2019	19889 14-793511
PAY TO THE ORDER OF	Rock USA Inc	\$ 92.38	
Ninety Two and 38/100			
Rock USA Inc PO Box 31001-0850 Pomona, CA 91761-0850			
MEMO			
P01496654* 13251707544 490006554*			

02/05/2019 19889 \$92.38

THURSTON CONSERVATION DISTRICT 2018 FERGUSON ST SW, SUITE A TUMWATER, WA 98512-4187 360-784-3358		THURSTON CONSERVATION DISTRICT 423 WASHINGTON STREET SE OLYMPIA, WA 98501 1/23/2019	19890 14-793511
PAY TO THE ORDER OF	WA St Auditor Office	\$ 523.05	
Five Hundred Twenty Three and 05/100			
WA St Auditor Office PO Box 40211 Olympia, WA 98504-0211			
MEMO			
P01496654* 13251707544 490006554*			

02/06/2019 19890 \$523.05

THURSTON CONSERVATION DISTRICT 2018 FERGUSON ST SW, SUITE A TUMWATER, WA 98512-4187 360-784-3358		THURSTON CONSERVATION DISTRICT 423 WASHINGTON STREET SE OLYMPIA, WA 98501 1/23/2019	19891 14-793511
PAY TO THE ORDER OF	Wa St Conservation Commission	\$ 175.75	
One Hundred Seventy Five and 75/100			
Wa St Conservation Commission P.O. Box 4121 Olympia, WA 98504-7721			
MEMO			
P01496654* 13251707544 490006554*			

02/08/2019 19891 \$175.75

THURSTON CONSERVATION DISTRICT 2018 FERGUSON ST SW, SUITE A TUMWATER, WA 98512-4187 360-784-3358		THURSTON CONSERVATION DISTRICT 423 WASHINGTON STREET SE OLYMPIA, WA 98501 1/23/2019	19892 14-793511
PAY TO THE ORDER OF	VSP - Vision Care	\$ 56.32	
Fifty Six and 32/100			
VSP 3333 County Oaks Rancho Conejo, CA 92670			
MEMO			
P01496654* 13251707544 490006554*			

02/08/2019 19892 \$56.32



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

# 

FREE BUSINESS CHECKING		Number of Enclosures	1
Account Number	XXXXXXXXX6554	Statement Dates	2/22/19 thru 2/28/19
Previous Balance	26,800.72	Days in the statement period	7
3 Deposits/Credits	20,134.06		
3 Checks/Debits	10,630.77		
Service Charge	.00		
Interest Paid	.00		
Current Balance	36,304.01		

# 

2/25	Deposit/Credit	7,647.84
2/26	VENDOR PAY WA ST SCC	8,230.91
	CCD	
2/27	VENDOR PAY WA ST SCC	4,255.31
	CCD	

# 

2/22	USATAXPYMT IRS	2,317.50-
	CCD	
2/22	QUICKBOOKS INTUIT PAYROLL S	8,263.27-
	CCD	
2/25	DRS EPAY WA DEPT RET SYS	50.00-
	CCD	

# 

2/22	16,219.95	2/26	32,048.70
2/25	23,817.79	2/27	36,304.01



9:07 AM

04/01/19

# Thurston Conservation District

## Reconciliation Summary

3082002 · Saving-6568 Timberland, Period Ending 03/31/2019

---

	Mar 31, 19
Beginning Balance	1,216.54
Cleared Transactions	
Deposits and Credits - 1 Item	0.01
Total Cleared Transactions	0.01
Cleared Balance	<u>1,216.55</u>
Register Balance as of 03/31/2019	1,216.55
Ending Balance	1,216.55



9:07 AM

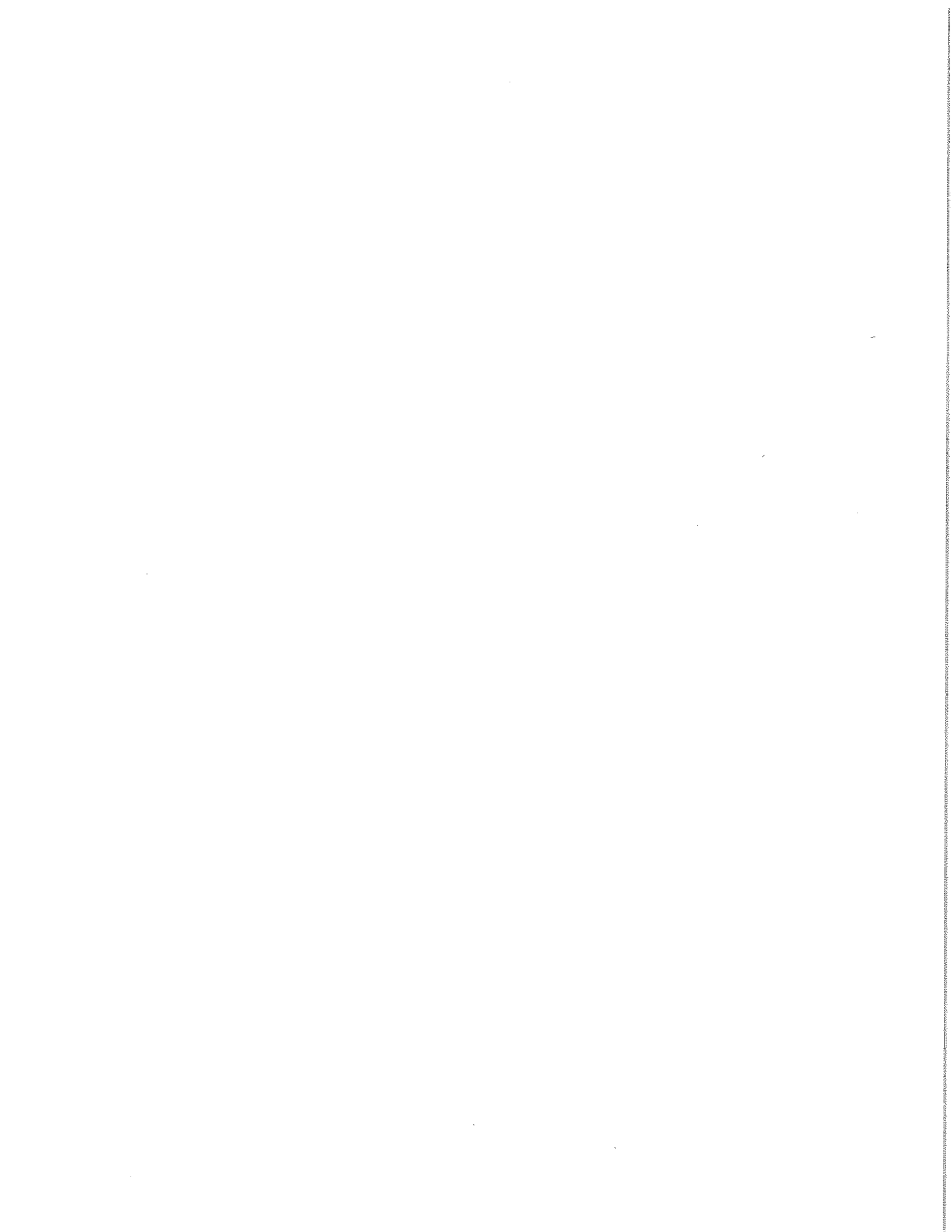
04/01/19

Thurston Conservation District

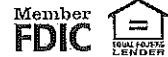
Reconciliation Detail

3082002 · Saving-6568 Timberland, Period Ending 03/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,216.54
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	02/28/2019			X	0.01	0.01
Total Deposits and Credits					0.01	0.01
Total Cleared Transactions					0.01	0.01
Cleared Balance					0.01	1,216.55
Register Balance as of 03/31/2019					0.01	1,216.55
Ending Balance					0.01	1,216.55







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Date 3/29/19 Page 1

106205

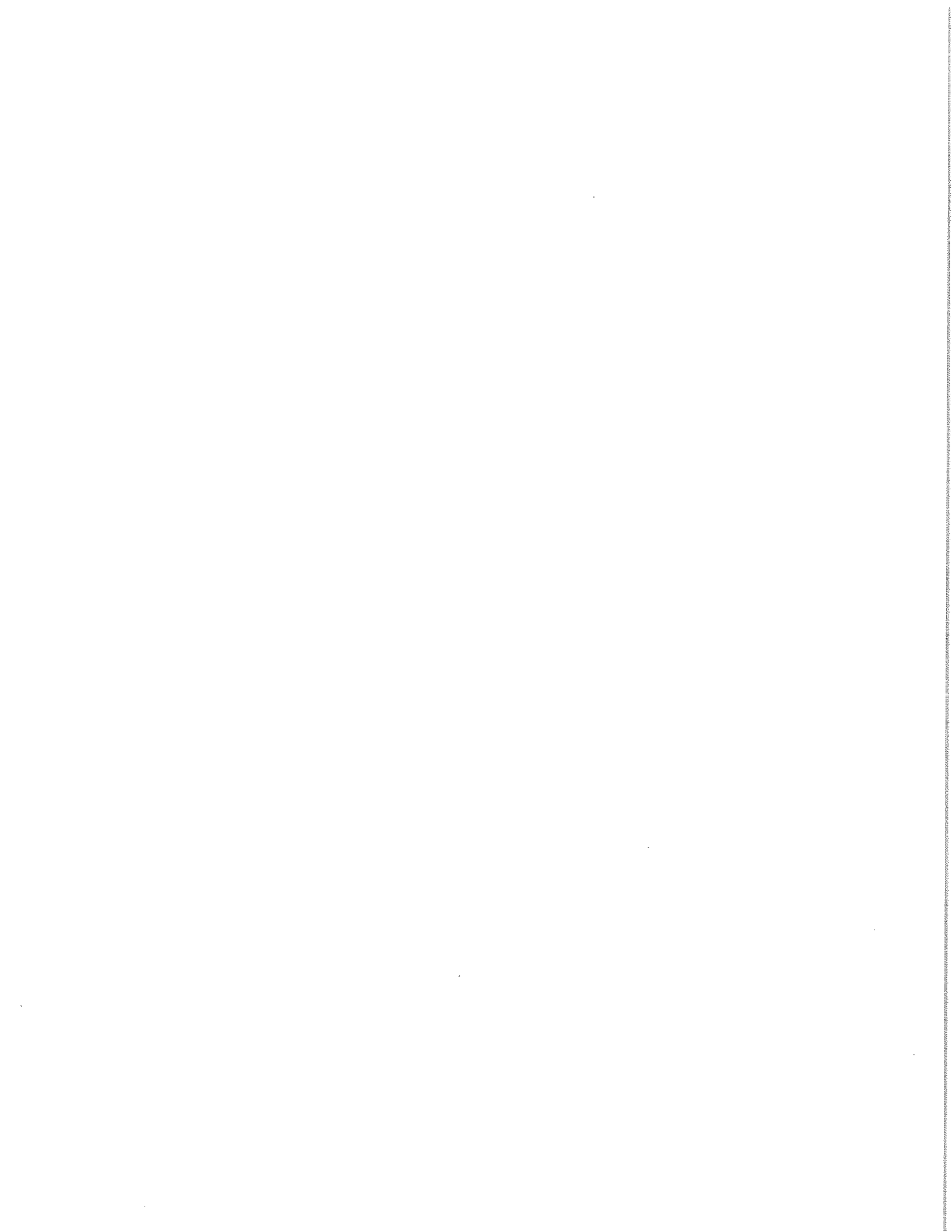
THURSTON CONSERVATION DISTRICT  
2918 FERGUSON ST SW STE A BLDG 1  
TUMWATER WA 98512

Account Title: THURSTON CONSERVATION DISTRICT

REGULAR SAVINGS MONTHLY STMT		Number of Enclosures	0
Account Number	XXXXXXXXXX6568	Statement Dates	2/01/19 thru 3/31/19
Previous Balance	1,216.54	Days in the statement period	59
Deposits/Credits	.00		
Checks/Debits	.00		
Service Charge	.00	Interest Earned	.01
Interest Paid	.01	Annual Percentage Yield Earned	0.01%
Ending Balance	1,216.55	2019 Interest Paid	.02

3/31 Interest Deposit .01

34



9:08 AM

04/01/19

Thurston Conservation District

Reconciliation Summary

3082003 · Saving-2410 Shellfish Fund, Period Ending 02/28/2019

---

	Feb 28, 19
Beginning Balance	9,559.31
Cleared Transactions	
Deposits and Credits - 1 item	0.15
Total Cleared Transactions	0.15
Cleared Balance	<u>9,559.46</u>
Register Balance as of 02/28/2019	9,559.46
Ending Balance	9,559.46



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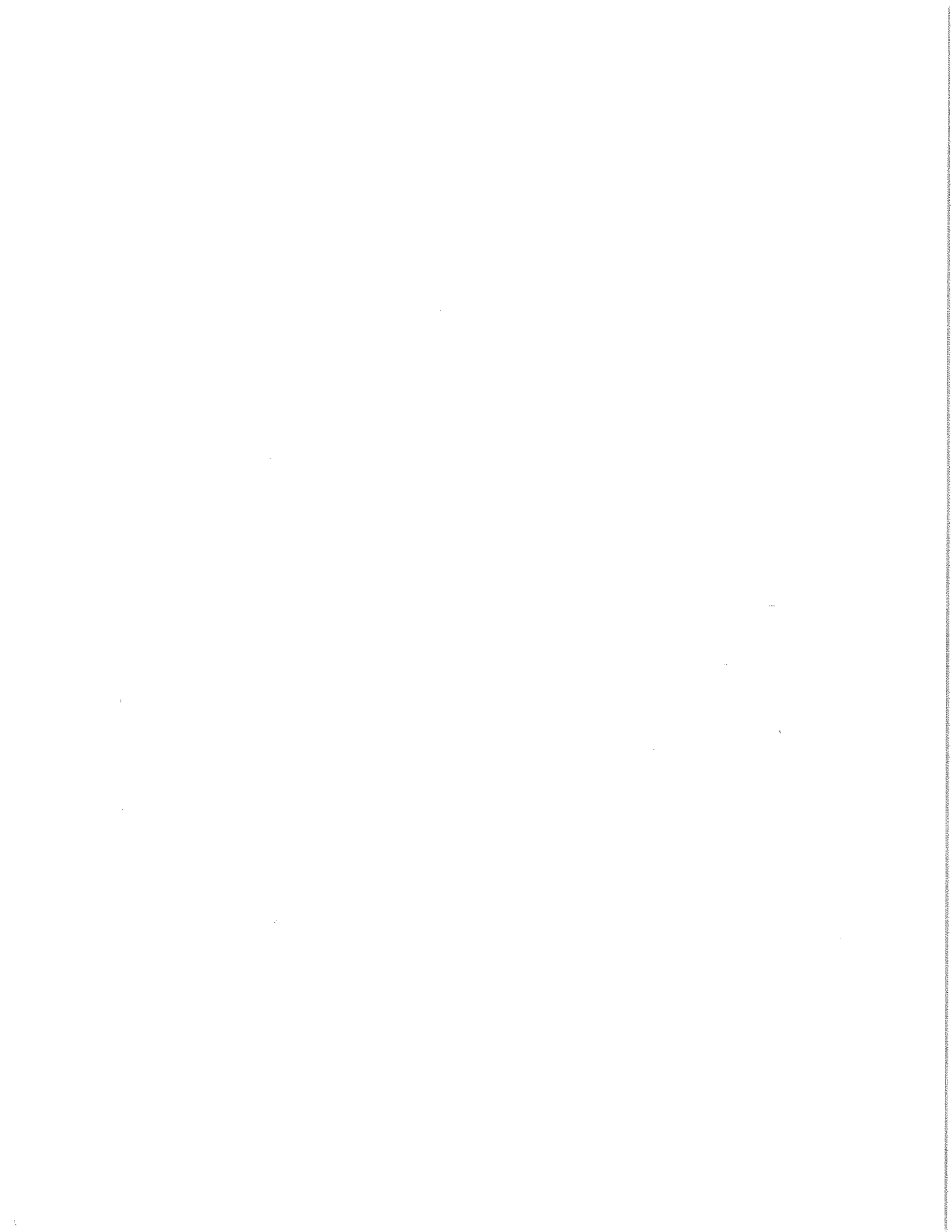
04/01/19

Thurston Conservation District

Reconciliation Detail

3082003 - Saving-2410 Shellfish Fund, Period Ending 02/28/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						9,559.31
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	02/28/2019			X	0.15	0.15
Total Deposits and Credits					0.15	0.15
Total Cleared Transactions					0.15	0.15
Cleared Balance					0.15	9,559.46
Register Balance as of 02/28/2019					0.15	9,559.46
Ending Balance					<u>0.15</u>	<u>9,559.46</u>





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Date 3/29/19

Page 1

107408

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

Account Title: THURSTON CONSERVATION DISTRICT

REGULAR SAVINGS MONTHLY STMT		Number of Enclosures	0
Account Number	XXXXXXXXXX2410	Statement Dates	2/01/19 thru 3/31/19
Previous Balance	9,559.31	Days in the statement period	59
Deposits/Credits	.00		
Checks/Debits	.00		
Service Charge	.00	Interest Earned	.15
Interest Paid	.15	Annual Percentage Yield Earned	0.01%
Ending Balance	9,559.46	2019 Interest Paid	.53

3/31 Interest Deposit .15





1:23 PM

03/04/19

**Thurston Conservation District**  
**Reconciliation Summary**  
Wells Fargo, Period Ending 02/18/2019

---

	Feb 18, 19
Beginning Balance	12,816.78
Cleared Transactions	
Charges and Cash Advances - 14 items	-1,611.28
Payments and Credits - 1 item	650.00
Total Cleared Transactions	-961.28
Cleared Balance	<u>13,778.06</u>
Uncleared Transactions	
Charges and Cash Advances - 1 item	-10.22
Total Uncleared Transactions	-10.22
Register Balance as of 02/18/2019	<u>13,788.28</u>
New Transactions	
Charges and Cash Advances - 3 items	-2,595.10
Total New Transactions	-2,595.10
Ending Balance	<u>16,383.38</u>



1:23 PM

03/04/19

**Thurston Conservation District**  
**Reconciliation Detail**  
Wells Fargo, Period Ending 02/18/2019

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						12,816.78
<b>Cleared Transactions</b>						
<b>Charges and Cash Advances - 14 items</b>						
Credit Card Charge	01/17/2019		Best Western	X	-215.80	-215.80
Bill Pmt -CCard	01/21/2019		Crains Office Supply	X	-37.00	-252.80
Credit Card Charge	01/22/2019	8566	Carolina Biological S...	X	-302.09	-554.89
Credit Card Charge	01/24/2019	8606	UPS	X	-15.44	-570.33
Credit Card Charge	01/31/2019	8607	UPS	X	-10.94	-581.27
Credit Card Charge	02/06/2019	8833641	EMD Millipore	X	-390.85	-972.12
Credit Card Charge	02/07/2019		T Sheets	X	-54.45	-1,026.57
Credit Card Charge	02/08/2019	18326...	Crains Office Supply	X	-144.10	-1,170.67
Credit Card Charge	02/08/2019	8514	US Postal Service	X	-36.75	-1,207.42
Credit Card Charge	02/18/2019			X	-117.21	-1,324.63
Credit Card Charge	02/19/2019	8569	Olympia Food Co-Op	X	-24.84	-1,349.47
Credit Card Charge	02/21/2019	8524	Crains Office Supply	X	-182.36	-1,531.83
Credit Card Charge	02/21/2019		Crains Office Supply	X	-28.82	-1,560.65
Credit Card Charge	02/26/2019	8570	Domino's	X	-50.63	-1,611.28
<b>Total Charges and Cash Advances</b>					-1,611.28	-1,611.28
<b>Payments and Credits - 1 item</b>						
Check	02/08/2019	EFT	Wells Fargo	X	650.00	650.00
<b>Total Cleared Transactions</b>					-961.28	-961.28
<b>Cleared Balance</b>					961.28	13,778.06
<b>Uncleared Transactions</b>						
<b>Charges and Cash Advances - 1 item</b>						
Credit Card Charge	02/14/2019	8608	UPS		-10.22	-10.22
<b>Total Charges and Cash Advances</b>					-10.22	-10.22
<b>Total Uncleared Transactions</b>					-10.22	-10.22
<b>Register Balance as of 02/18/2019</b>					971.50	13,788.28
<b>New Transactions</b>						
<b>Charges and Cash Advances - 3 items</b>						
Credit Card Charge	02/21/2019		Minuteman Press		-2,572.84	-2,572.84
Credit Card Charge	02/28/2019	8613	UPS		-13.79	-2,586.63
Credit Card Charge	02/28/2019	8615	Trader Joes		-8.47	-2,595.10
<b>Total Charges and Cash Advances</b>					-2,595.10	-2,595.10
<b>Total New Transactions</b>					-2,595.10	-2,595.10
<b>Ending Balance</b>					<u>3,566.60</u>	<u>16,383.38</u>



# TCD Cash Flow Analysis

02/28/2019

	Mar	Apr	May	Jun
<b>Open Position</b>	<b>76,458</b>	<b>68,409</b>	<b>71,568</b>	<b>261,570</b>
<b>Income</b>				
Grant Income	26,907	28,830	29,792	29,792
3685000 · Rates & Charges	16,496	25,780	211,661	49,099
<b>Total Income</b>	<b>43,402</b>	<b>54,610</b>	<b>241,453</b>	<b>78,891</b>
<b>Expense</b>				
531010 · Salaries & Benefits	31,112	31,112	31,112	31,112
5314108 · Construction & Landscaping	6,621	6,621	6,621	6,621
5314101 · Legal Services	1,000	1,000	1,000	15,950
5314102 · Audit & Accounting	500	500	500	500
5314103 · Computer Services	730	730	730	730
5314106 · PDR Expense	100	100	100	100
5314104 · Janitorial Services	225	225	225	225
5314100 · Professional Services	1,600	1,600	1,600	1,600
5314501 · Office Rent	3,950	3,950	3,950	3,950
5314700 · Utilities	516	516	516	516
5314503 · Equipment Leases	225	225	225	225
5314400 · Advertising	100	100	100	100
5314504 · Vehicle Leases				
5314200 · Communications	364	364	364	364
5313101 · Office Supplies	200	200	200	200
5314302 · Conference and Training Fees	77	77	77	77
5313102 · Photocopier Usage	254	254	254	254
5314203 · Printing Services	267	267	267	267
5314202 · Postage & Shipping	136	136	136	136
5354800 · Repairs & Maintenance	33	33	33	33
5314117 · Soil Testing	41	41	41	41
Project Expenses	2,322	2,322	2,322	2,322
5314300 · Travel	309	309	309	309
5314902 · Dues, Subscriptions & Licenses	30	30	30	30
5355001 · Election Expense				
Wells Fargo Payment	600	600	600	600
5314110 · Bank Fees & Interest Charges	140	140	140	140
<b>Total Expense</b>	<b>51,451</b>	<b>51,451</b>	<b>51,451</b>	<b>66,401</b>
<b>Net Income</b>	<b>-8,049</b>	<b>3,159</b>	<b>190,002</b>	<b>12,490</b>
<b>End of Month Position</b>	<b>68,409</b>	<b>71,568</b>	<b>261,570</b>	<b>274,059</b>

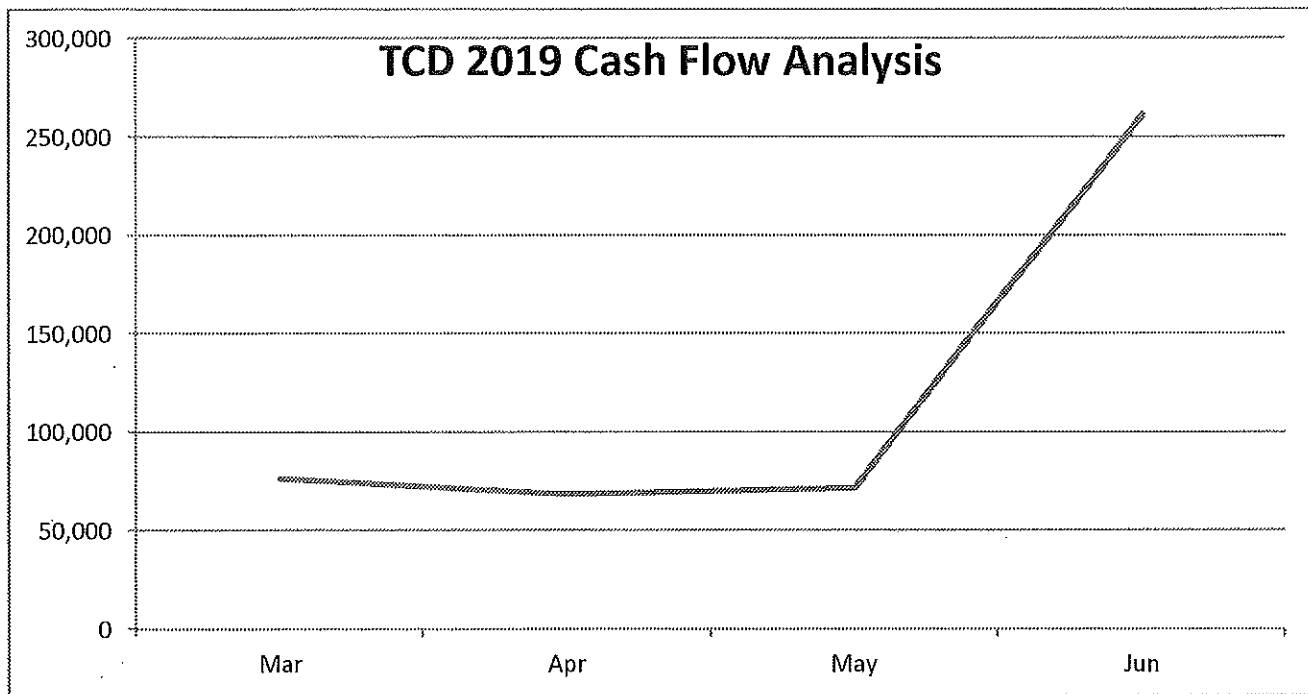
**Note:** Rates and Charges payments from Thurston County are being received as forecasted. Our Cashflow appears to be stable and sufficient. I recommend removing this analysis from the Monthly Financial Report.

40



# TCD Cash Flow Analysis

02/28/2019







3



# Thurston Conservation District

## 2019 Budget Analysis

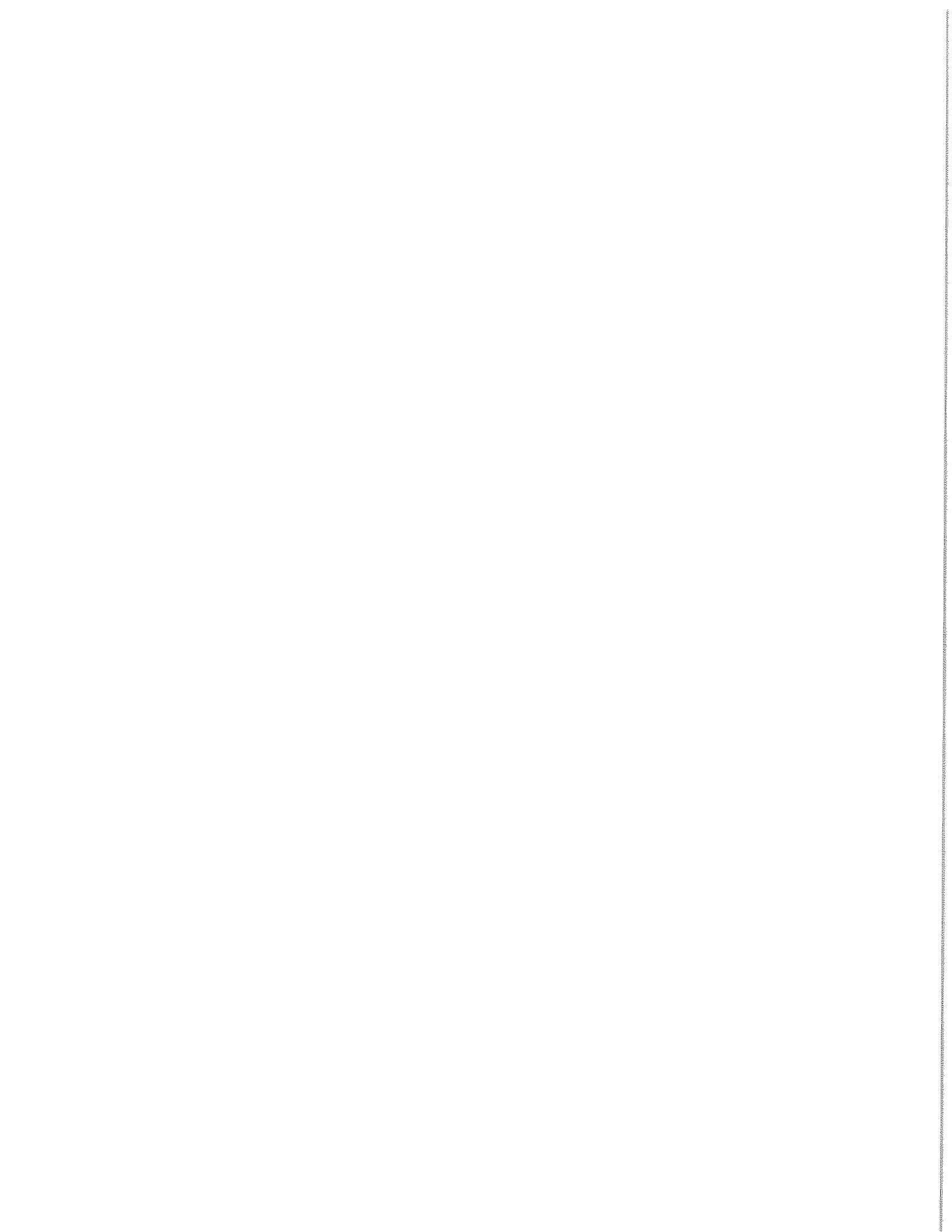
This 2019 Budget Analysis includes two Budget Packets– the **Working Draft Packet** and the **Staff Recommended Packet**. Each packet includes the following budget documents:

- Consolidated Budget
- Unrestricted Budget
- Restricted Budget
- Staffing Plan

The content of the **Working Draft Packet** is exactly the same as the Working Draft submitted to the Board on March 12<sup>th</sup>. However, we have made some changes to the format of some of the documents. For this version of the *Consolidated Budget* document, we have merged some of the unrestricted expense summary categories. We corrected the unrestricted total calculation and we displayed the budget deficit amount. For the *Unrestricted Budget* document, we added summary headers (the cream-colored header rows) that correspond to the summary categories listed in the *Consolidated Budget* document. This makes it easier to reconcile the *Consolidated* and *Unrestricted* budgets. This improvement also means that it is easier to see which detail categories we've included in each of the summary categories. To make this change, we've had to reorder some of the line items in the *Unrestricted Budget*, which meant we also had to change the numbers of many of the line-items.

For the **Staff Recommended Packet**, we've made changes to the *Unrestricted Budget*, which result in a budget surplus – leaving room for the Board to prioritize District spending. To simplify the analysis of the *Unrestricted Budget*, we've removed the 2017 Actual amounts, line items with a \$0 budget amounts and many of the detailed notes. The line-item numbers in this document correspond to the line-item numbers in the Working Draft Packet. In order to begin to balance the *Unrestricted Budget*, we recommend the following changes:

- We recommend delaying the Easement Allocation until 2020 so that the Executive Director and the Board can develop and find funding for the program.
- We've reduced the VSP Allocation from \$50,000 to \$40,000.
- We've estimated a more realistic hire date for the Executive Director of August rather than May. This reduces the budget amount from \$63,851 to \$39,907.
- As directed by the Board at the 3/12 meeting, we've added a line item for the Interim Executive Director's Back Pay.
- Based on the turnout of the 2019 election, we are estimating a \$15,000 2019 Election expense rather than \$30,000.
- Because we recommend delaying the Easement Allocation, we predict 5 rather than 6 new hires in 2019. This reduces the Hiring Costs expense from \$24,774 to \$20,645.



- Rather than investing in a new telephone system for the office (\$6,500), we recommend procuring field cell phones for staff. The service for these phones will increase the Communications expense from \$4,385 to \$7,385. This is a total cost savings of \$3,500.
- We added the outstanding Wells Fargo balance (\$17,162) to the Outstanding Debt expense.
- We moved the Office Relocation expense (\$10,693) to the Parking Lot.

We've updated the *Restricted Budget* and the *Staffing Plan* to include more realistic 2019 grant estimates and to reflect the changes recommended to the *Unrestricted Budget*.



# Thurston Conservation District 2019 Consolidated Budget

12-Mar-19

## Income

### Unrestricted

Rates and Charges	551,475
WSCC Implementation	90,000
Program Allocations	-124,175
Overhead	34,731
Other Income	3,882

**Unrestricted Total 555,913**

### Restricted

South Sound Green	176,127
Thurston NTA	40,000
Soil Health	22,981
VSP	65,938
TCD VSP	50,000
TCD Easement	35,374
DOE	60,860
Chehalis	68,573
CREP	49,128
Livestock	89
East Fork McLane	15,907

**Restricted Total 584,977**

**Income Total 1,140,890**

**Budget Deficit -68,275**

## Expense

### Unrestricted

Salaries, Benefits & Staff Time	225,595
Professional Services	171,878
Facility, Vehicles and Maintenance	85,955
Supplies	36,706
Conferences, Trainings & Travel	18,500
Insurance and Banking	68,361
New One-off Expenses	17,193

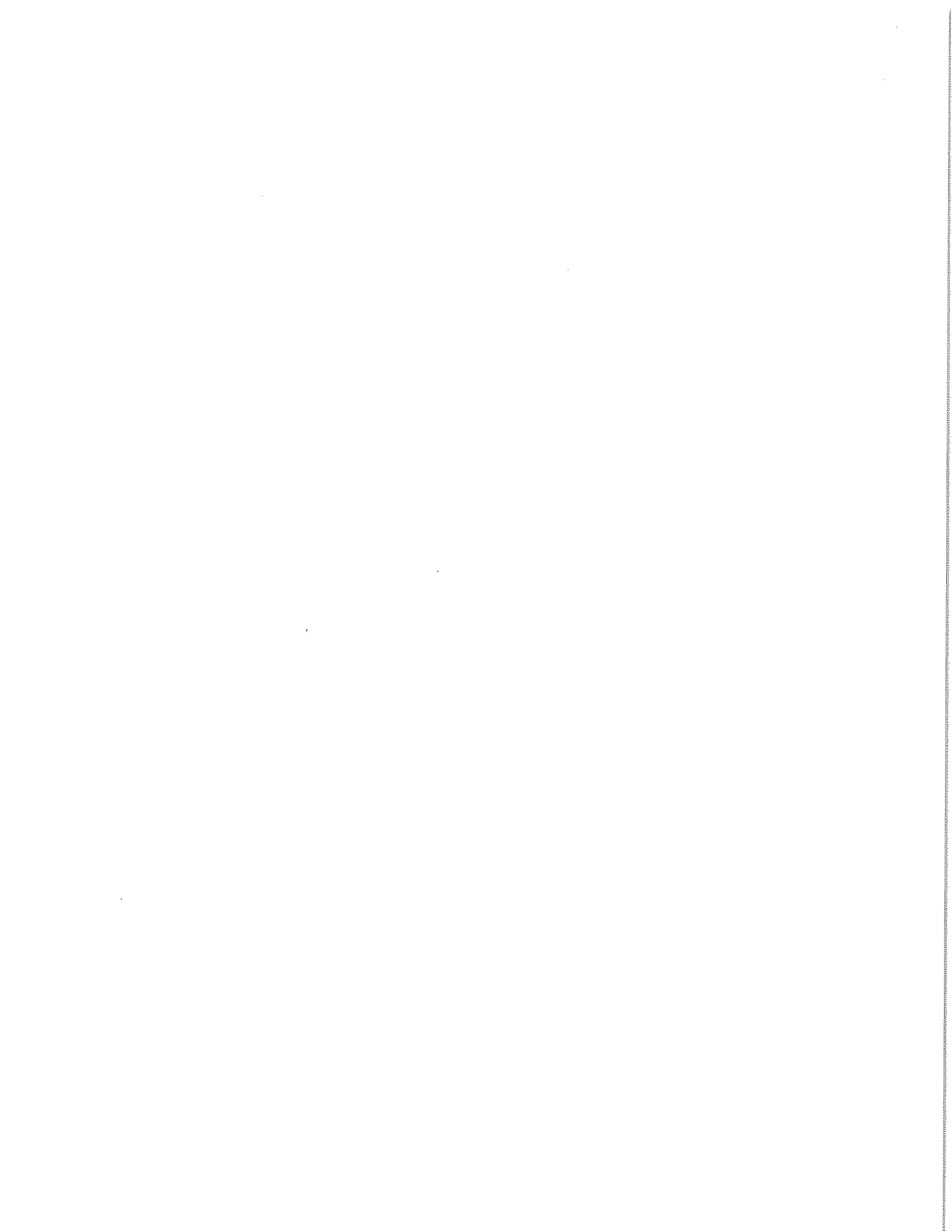
**Unrestricted total 624,188**

### Restricted

Salaries & Benefits	418,455
Overhead	28,136
Project Travel	3,871
Goods & Services	140,077
Program Allocations	-17,594
Cost Share	1,728
Cost Share Maintenance	10,304

**Restricted Total 584,977**

**Expense Total 1,209,165**





# Thurston Conservation District 2019 Unrestricted Budget

12-Mar-19

Must Have
Should Have
Nice to Have
9.9 No payments before May 2019

Line		Jan - Dec 17 Actuals	2019 Budget	Difference	Notes
<b>1.0 Income</b>					
1.1	3431100 · Retail Sales				\$3,882
1.1.1	3411140 · TCD Equipment Rentals	1,956	978	-978	Equipment Rentals Program Suspended for 1/2 year unless grant funded
1.1.2	3431130 · Soil Testing	3,723	1,862	-1,862	Soil Testing Program Suspended for 1/2 year unless grant funded
1.1.3	3431120 · Rental Income	791	791	0	Common Area Fees
1.1.4	3611120 · Interest on Savings	251	251	0	
1.1.5	3431110 · Plant Sales	18,507	0	-18,507	2019 Plant Sale Cancelled
1.2	3300000 · Grant Revenue				\$90,000
1.2.1	3340000 · State Grants	79,449	90,000	10,551	\$90,000 Implementation Grant will begin in July 2019
1.3	3685200 · Rates & Charges	547,127.22	551,474.93	4347.71	\$551,475
1.4	Program Allocations				-\$124,175
1.4.1	Allocated to South Sound Green	-18,939	-20,501	-1,562	
1.4.2	Allocated to Nearshore	-36,775	-18,300	18,475	
1.4.3	Allocated to VSP		-50,000	-50,000	
1.4.4	3685300 · Allocated to Shellfish	-106,517	0	106,517	2017 figure does not include the Nearshore amount, which is recorded below.
1.4.5	Allocated for Easement Program	0	-35,374	-35,374	Line added since January 15, 2019. 1 FTE Farmland Preservation Specialist. Assumes Full-Time Salary of \$51,332 plus \$19,416 in benefits for 6 months (position starting in July 2019).
1.5	Overhead				\$34,731
1.5.1	5314999 · Salary Overhead from Grants	62,026	28,136	-33,891	Updated to include actual projected overhead from grants.
1.5.2	5966699 · Vehicle Overhead from Grants	8,244	6,595	-1,649	2017 Actual based on 10 Grant Funded FTEs. 2019 Projection assumes 8 (4 additional) Grant Funded FTEs.
<b>1.6 Total Income</b>		<b>559,845</b>	<b>555,913</b>	<b>-3,932</b>	





# Thurston Conservation District 2019 Unrestricted Budget

12-Mar-19

Legend	Must Have
	Should Have
	Nice to Have
	9.9 No payments before May 2019

Line		Jan - Dec 17 Actuals	2019 Budget	Difference	Notes
<b>2.0 Expense</b>					
2.1	5531010 - Salaries & Benefits				\$182,570
2.1.1	Executive Director (FT)	125,510	63,851	-61,659	Assumes Full-Time Salary of \$80,620 plus \$25,862 in benefits for 8 months (position starting in May 2019).
2.1.2	Interim Executive Director		43,240	43,240	Assumes Interim Executive Director for 5 months.
2.1.3	Administrative Assistant (FT)	53,722	33,848	-19,874	Assumes Full-Time Salary of \$34,960 plus \$15,812 in benefits for 8 months (position starting in May 2019)
2.1.4	Accountant (PT)	90,893	41,631	-49,262	Assumes a 0.6 FTE. A salary of \$33,956 plus \$7,675 in benefits; a step increase in October and a 2.8% COLA in 2019.
2.2	Staff Time				\$43,026
2.2.1	Staff Time - District Services	10,634	10,634	0	Envirothon & District Communications; 2020 Plant Sale; Open Houses; soil testing
2.2.2	Staff Time - Elections		5,421	5,421	
2.2.3	Staff Time - Public Records Requests	3,951	3,951	0	
2.2.4	Staff Time - Grant Writing	1,493	15,000	13,507	
2.2.5	Staff Time - Trainings and Certifications		8,020	8,020	Employee time not grant funded. Average of 3 Days per employee.





# Thurston Conservation District 2019 Unrestricted Budget

12-Mar-19

Must Have
Should Have
Nice to Have
9.9 No payments before May 2019

Line		Jan - Dec 17 Actuals	2019 Budget	Difference	Notes
2.3	Professional Services				\$171,878
2.3.1	5314101 · Legal Services		34,000	34,000	Substantial Increase in Legal Services since 2017; Estimated \$3,000/month (based on exiting invoices of \$5,820 for 9/2018 & 10/2018) for 9 months starting in 9/2018 until 5/2019 and after May assumes \$1,000/month
2.3.2	5314102 · Audit & Accounting	7,324	16,824	9,500	\$9,500 for 2018 Audit paid in 2019
2.3.3	5314103 · Computer Services	10,204	10,204	0	
2.3.4	PDR IT Expenses		5,000	5,000	Start Tracking PDR IT Expenses separately in 2019. IT Support was a total of \$14,447 in 2018. The difference is included in 2019 budget
2.3.5	5314100 · Professional Services	23,092	15,640	-7,452	Rates & Charges Consulting; 80 hours of Human Resource Consultant at \$133/hour for labor negotiations (source DES)
2.3.6	5355001 · Election Expense	0	50,000	50,000	2018 Election Expense remaining \$20,000 and 2019 Election Expenses projected as \$30,000. <b>Changed 2019 amount to \$30,000 based on conversations with the auditor.</b>
2.3.7	5314400 · Advertising	2,436	2,436	0	Includes required election advertising
2.3.8	5314117 · Soil Testing	2,884	3,000	116	<b>Budget amount increased since 1/15/2019 Board Meeting.</b> Limited Soil Testing Program for 1/2 year unless grant funded
2.3.9	Governance Training/Study		10,000	10,000	<b>Budget amount reduced since 1/15/2019 Board Meeting.</b> For example, Governance Training with the Aspen Group. Cost for Aspen Group is estimated at \$50k, but we have the option of splitting the cost with other districts.





# Thurston Conservation District 2019 Unrestricted Budget

12-Mar-19

Must Have
Should Have
Nice to Have
9.9 No payments before May 2019

Line		Jan - Dec 17 Actuals	2019 Budget	Difference	Notes
2.3.10	Hiring Costs		24,774	24,774	Budget amount increase since 1/15/2019 Board Meeting. Assumes 6 new FTEs at \$4,129 per employee. <a href="https://www.google.com/search?q=how+much+does+it+cost+to+recruit+and+hire+new+employee&amp;rlz=1C1GCEA_enUS768US768&amp;og=how+much+does+it+cost+to+recruit+and+hire+new+employee&amp;aqs=chrome..69j57.11383j17&amp;sourceid=chrome&amp;ie=UTF-8">https://www.google.com/search?q=how+much+does+it+cost+to+recruit+and+hire+new+employee&amp;rlz=1C1GCEA_enUS768US768&amp;og=how+much+does+it+cost+to+recruit+and+hire+new+employee&amp;aqs=chrome..69j57.11383j17&amp;sourceid=chrome&amp;ie=UTF-8</a>
2.4	Facilities, Vehicles and Maintenance				\$85,955
2.4.1	5314104 Janitorial Services	3,784	3,784	0	
2.4.2	5314501 Office Rent	50,339	47,400	-2,939	Decreased the amount to move the common utilities to the Utilities budget item.
2.4.3	5314700 Utilities	4,315	7,749	3,433	Increased the amount since 2/26 board meeting to include common utilities. Electricity, Gas, Garbage, Security. Rates have gone up.
2.4.4	5314503 Equipment Leases	2,699	2,699	0	Photocopier and Postage Meter
2.4.5	5314504 Vehicle Leases	204	5,221	5,017	Renew Vehicle Leases in May
2.4.6	Computer Equipment		5,000	5,000	New Accounting Desktop; New Exec Dir Laptop; New mouses; keyboards, etc. ( <a href="https://www.officedepot.com/a/browse/desktop-pcs/N=5+967588/">https://www.officedepot.com/a/browse/desktop-pcs/N=5+967588/</a> )
2.4.7	5314200 Communications	4,385	4,385	0	Telephone and Internet
2.4.8	5313102 Photocopier Usage	4,059	4,059	0	
2.4.9	5354800 Repairs & Maintenance	5,159	5,159	0	Vehicle and Rental Equipment
2.4.10	5314502 Site Rental	100	500	400	





# Thurston Conservation District 2019 Unrestricted Budget

12-Mar-19

Must Have
Should Have
Nice to Have
9.9 No payments before May 2019

Line		Jan - Dec 17 Actuals	2019 Budget	Difference	Notes
2.5	Supplies				
2.5.1	5313101 · Office Supplies	12,454	12,454	0	\$36,706
2.5.2	5314202 · Postage & Shipping	3,635	3,635	0	
2.5.3	5313401 · Plants for Resale	12,199	2,971	-9,228	2019 Plant Sale cancelled. 2019 Projections include costs for 2020 Plant Sale
2.5.4	5314901 · Meeting & Event Supplies	2,532	2,532	0	
2.5.5	5314902 · Dues, Subscriptions & Licenses	6,136	6,136	0	WACD Dues (\$5,540) and membership at various associations
2.5.6	5313103 · Project Supplies	8,578	8,578	0	2020 Plant Sale, Environthon, Water Quality, Rental Equipment
2.5.7	Board Meeting Snacks	0	400	400	Line added since 1/15/2019 Board Meeting. \$50 per month beginning with May 2019 Board Meeting (8 months)
2.6	Conferences, Training and Travel				\$18,500
2.6.1	5314302 · Conference and Training Fees	3,914	5,500	1,586	\$500 per employee (including WADE training); does not include travel
2.6.2	Board Conference and Training Fees	0	2,500	2,500	\$500 per board member; does not include travel
2.6.3	5314300 · Staff Travel	3,180	5,500	2,320	\$500 per staff member (11 staff members) to attend WADE
2.6.4	Board Travel	5,063	5,000	-63	\$1,000 per board member to attend WACD, board meetings and other board approved events
2.7	Insurance and Banking				\$68,361
2.7.1	5314110 · Bank Fees & Interest Charges	975	975	0	
2.7.2	5314600 · Liability Insurance Premiums	10,038	14,091	4,053	Increased Insurance Premiums (Enduris)
2.7.3	5314111 · Late Fees & Penalties		500		Added since 2/26 Board Meeting.
2.7.4	Reserve Fund		42,795	42,795	1 month of fixed operating expenses at \$42,795 per month
2.7.5	Pay Outstanding Invoices		10,000		Added since 2/26 Board Meeting. This includes the \$5,327.72 for the December 2017 from the Nisqually River Foundation





# Thurston Conservation District 2019 Unrestricted Budget

12-Mar-19

Legend	Must Have
	Should Have
	Nice to Have
	9.9 No payments before May 2019

Line		Jan - Dec 17 Actuals	2019 Budget	Difference	Notes
2.8	New One-off Expenses				\$17,193
2.8.1	Office Relocation		10,693	10,693	Assumes 6110 sq ft and 11 Employees at \$1.75 per sq ft to pack and move furniture, equipment, archives, etc. Does not include time spent looking for new location, security deposit or rent. <a href="https://www.thepromove.com/news/blog/how-much-does-it-cost-to-move-an-office-part-2">https://www.thepromove.com/news/blog/how-much-does-it-cost-to-move-an-office-part-2</a>
2.8.2	Data Tracking Software		0	0	Budget amount removed since 1/15/2019 Board Meeting. For example, Zoho. \$12,000 was the cost for Pierce Conservation District Cost
2.8.3	Data Tracking Software Subscriptions		0	0	Subscription for a data tracking software service. For example, Zoho Monthly Subscription \$24/employee for 6 months
2.8.4	New Telephone System		6,500	6,500	Assumes 13 handsets at \$500 per handset. <a href="https://www.atlantech.net/blog/how-much-does-a-phone-system-cost-for-small-business">https://www.atlantech.net/blog/how-much-does-a-phone-system-cost-for-small-business</a>
3.0	Total Expense	475,891	624,188	137,797	
4.0	Net Income	83,955	-68,275	-141,729	



**Thurston Conservation District  
2019 Restricted Budget**

22-Feb-19

	Green	Thurston NTA	Soil Health	VSP	TCD VSP	TCD Easement	DOE	Chehalis	CREP	Livestock	East Fork McLane	Total
Salaries & Benefits	91,409	40,000	18,383	62,279	50,000	35,374	29,863	52,524	22,626	89	15,907	418,455
Overhead	1,882						7,466	13,131	5,657			28,136
Travel	1,735		402	187			648	356	543			3,871
Goods & Services	81,101		4,196	3,471			40,477	2,561	8,270			140,077
Program Allocations							-17,594					-17,594
Cost Share									1,728			1,728
Cost Share Maintenance									10,304			10,304
<b>Total</b>	<b>176,127</b>	<b>40,000</b>	<b>22,981</b>	<b>65,938</b>	<b>50,000</b>	<b>35,374</b>	<b>60,860</b>	<b>68,573</b>	<b>49,128</b>	<b>89</b>	<b>15,907</b>	<b>584,977</b>



# Thurston Conservation District

## 2019 Staffing Plan

22-Feb-19

	FTE	Salary & Benefits	FTE Salary & Benefits	Admin	DOE	Thurston NTA	Green	Soil Health	VSP & TCD VSP	TCD Easement	Chehalis	CREP	East Fork McLane	Total
<b>Administrative Staff</b>														
Exec Director (8 months)	1.00	70,946	70,946	90.0%					5.0%					100%
Admin Assistant (8 months)	1.00	33,848	33,848	100.0%										100%
Accountant	0.60	64,269	41,631	100.0%										100%
<b>Project Staff</b>														
South Sound Green Program Manager	1.00	87,778	87,778	10.7%			89.3%							100%
South Sound Green Assistant (8 months)	0.50	21,864	10,932				100.0%							100%
Ag Outreach Specialist	1.00	86,479	86,479	50.0%					20.0%		30.0%			100%
Education and Outreach Specialist	0.80	67,759	54,207	10.0%	25.0%	5.0%		10.0%	45.0%		5.0%			100%
Habitat Specialist	0.75	61,459	46,094	5.0%	25.0%	12.0%					10.0%	38.0%	10.0%	100%
Natural Resource Technician	1.00	56,764	56,764	5.0%	8.0%	34.0%		20.0%	33.0%					100%
Farm Preservation Specialist (6 months)	1.00	35,374	35,374							100.0%				100%
Environmental Program Manager (6 months)	1.00	39,809	39,809	25.0%	0.0%	30.0%					30.0%		15.0%	100%
Natural Resource Specialist (8 months)	1.00	47,431	47,431		0.0%	0.0%			100.0%					100%

Assumes 2.8% increase for 2019 and step increases.  
Assumes benefits at 32% taxes and benefits.





**Thurston Conservation District**  
**2019 Consolidated Budget**  
**Staff Recommended Budget**

18-Mar-19

**Income**

**Unrestricted**

Rates and Charges	551,475
WSCC Implementation	90,000
Program Allocations	-78,801
Overhead	34,731
District Services	3,882

**Unrestricted Total 601,287**

**Restricted**

South Sound Green	179,557
Thurston NTA	41,000
Soil Health	22,981
VSP	80,938
TCD VSP	40,000
DOE	60,860
Chehalis	68,573
CREP	49,128
Livestock	89
East Fork McLane	5,563

**Restricted Total 548,688**

**Income Total 1,149,975**

**Budget Surplus 17,364**

**Expense**

**Unrestricted**

Salaries, Benefits & Staff Time	201,651
Professional Services	152,749
Facility, Vehicles and Maintenance	88,955
Supplies	36,706
Conferences, Trainings & Travel	18,500
Insurance and Banking	85,361

**Unrestricted total 583,922**

**Restricted**

Salaries & Benefits	378,737
Overhead	28,136
Project Travel	3,871
Goods & Services	143,507
Program Allocations	-17,594
Cost Share	1,728
Cost Share Maintenance	10,304

**Restricted Total 548,688**

**Expense Total 1,132,611**



**Thurston Conservation District**  
**2019 Unrestricted Budget**  
**Staff Recommended Budget**  
1-Apr-19

Line		2019 Budget	Notes
<b>1.0</b>	<b>Income</b>		
1.1	3431100 · Retail Sales		\$3,882
1.1.1	3411140 · TCD Equipment Rentals	978	
1.1.2	3431130 · Soil Testing	1,862	
1.1.3	3431120 · Rental Income	791	
1.1.4	3611120 · Interest on Savings	251	
1.2	3300000 · Grant Revenue		\$90,000
1.2.1	3340000 · State Grants	90,000	
1.3	3685200 · Rates & Charges	551,475	\$551,475
1.4	Program Allocations		-\$78,801
1.4.1	Allocated to South Sound Green	-20,501	
1.4.2	Allocated to Nearshore	-18,300	
1.4.3	Allocated to VSP	-40,000	Reduced the allocation from \$50,000 to \$40,000 for 2019
1.5	Overhead		\$34,731
1.5.1	5314999 · Salary Overhead from Grants	28,136	
1.5.2	5966699 · Vehicle Overhead from Grants	6,595	
<b>1.6</b>	<b>Total Income</b>	<b>601,287</b>	

<b>2.0</b>	<b>Expense</b>		
2.1	5531010 · Salaries & Benefits		\$158,626
2.1.1	Executive Director (FT)	39,907	Executive Director hired in August rather than May.
2.1.2	Interim Executive Director	43,240	
2.1.3	Administrative Assistant (FT)	33,848	
2.1.4	Accountant (PT)	41,631	
2.1.5	Interim Executive Director Back Pay		Line added after 3/12 Special Board Meeting
2.2	Staff Time		\$43,026
2.2.1	Staff Time - District Services	10,634	
2.2.2	Staff Time - Elections	5,421	
2.2.3	Staff Time - Public Records Requests	3,951	
2.2.4	Staff Time - Grant Writing	15,000	
2.2.5	Staff Time - Unfunded Trainings & Certifications	8,020	



**Thurston Conservation District**  
**2019 Unrestricted Budget**  
**Staff Recommended Budget**  
1-Apr-19

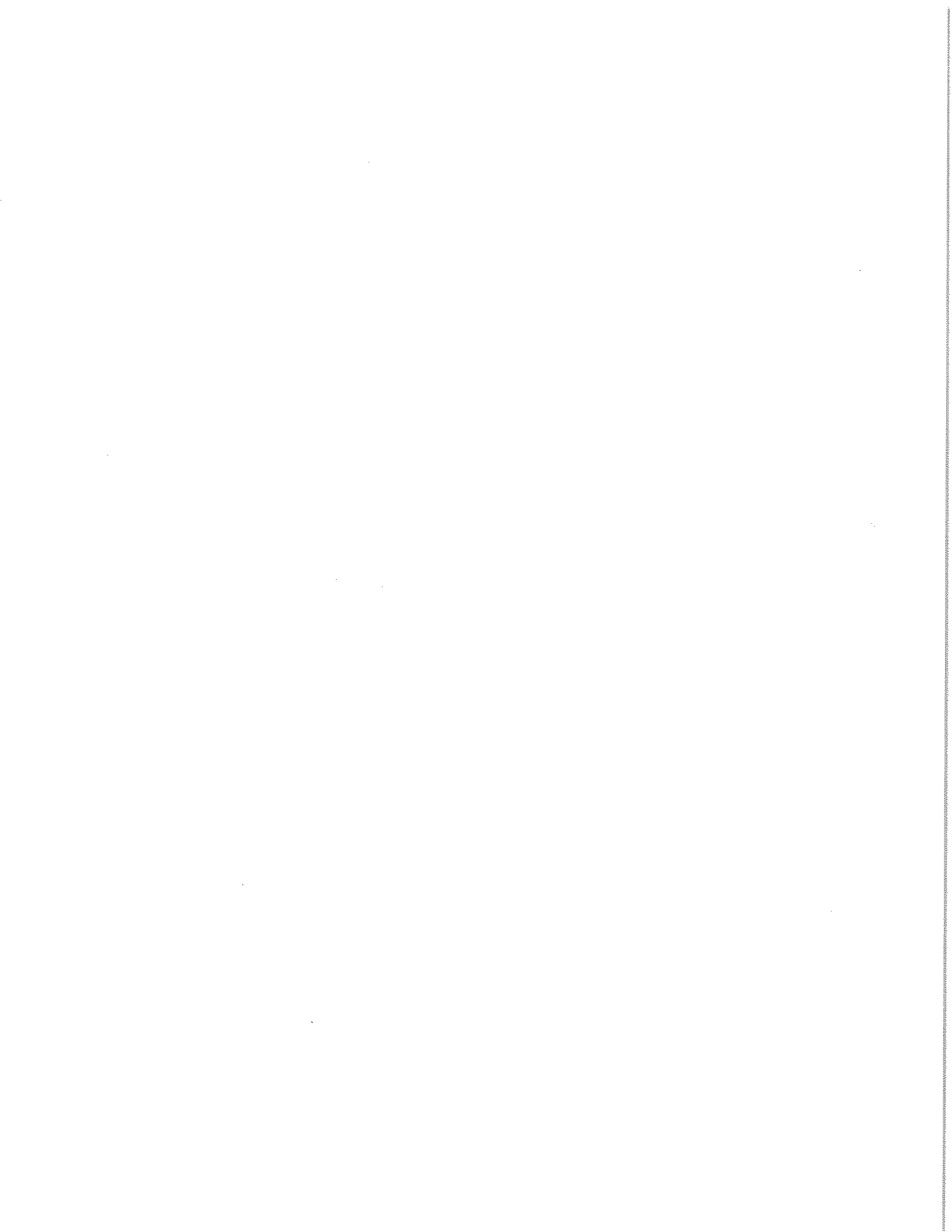
Line		2019 Budget	Notes
2.3	Professional Services		\$152,749
2.3.1	5314101 • Legal Services	34,000	
2.3.2	5314102 • Audit & Accounting	16,824	
2.3.3	5314103 • Computer Services	10,204	
2.3.4	PDR IT Expenses	5,000	
2.3.5	5314100 • Professional Services	15,640	
2.3.6	5355001 • Election Expense	35,000	Updated 2019 election expense - \$15k rather than \$30.
2.3.7	5314400 • Advertising	2,436	
2.3.8	5314117 • Soil Testing	3,000	
2.3.9	Governance Training/Study	10,000	
2.3.10	Hiring Costs	20,645	Hiring 5 rather than 6 new staff.
2.4	Facility, Vehicles and Maintenance		\$88,955
2.4.1	5314104 • Janitorial Services	3,784	
2.4.2	5314501 • Office Rent	47,400	
2.4.3	5314700 • Utilities	7,749	
2.4.4	5314503 • Equipment Leases	2,699	
2.4.5	5314504 • Vehicle Leases	5,221	
2.4.6	Computer Equipment	5,000	
2.4.7	5314200 • Communications	7,385	\$3,000 for field cell phones monthly service.
2.4.8	5313102 • Photocopier Usage	4,059	
2.4.9	5354800 • Repairs & Maintenance	5,159	
2.4.10	5314502 • Site Rental	500	
2.5	Supplies		\$36,706
2.5.1	5313101 • Office Supplies	12,454	
2.5.2	5314202 • Postage & Shipping	3,635	
2.5.3	5313401 • Plants for Resale	2,971	
2.5.4	5314901 • Meeting & Event Supplies	2,532	
2.5.5	5314902 • Dues, Subscriptions & Licenses	6,136	
2.5.6	5313103 • Project Supplies	8,578	
2.5.7	Board Meeting Snacks	400	





**Thurston Conservation District**  
**2019 Unrestricted Budget**  
**Staff Recommended Budget**  
1-Apr-19

Line		2019 Budget	Notes
2.6	Conferences, Training and Travel		\$18,500
2.6.1	5314302 • Conference & Training Fees	5,500	
2.6.2	Board Conference and Training Fees	2,500	
2.6.3	5314300 • Staff Travel	5,500	
2.6.4	Board Travel	5,000	
2.7	Insurance and Banking		\$85,361
2.7.1	5314110 • Bank Fees & Interest Charges	975	
2.7.2	5314600 • Liability Insurance Premiums	14,091	
2.7.3	5314111 • Late Fees & Penalties	500	
2.7.4	Reserve Fund	42,795	
2.7.5	Outstanding Debt	27,000	Amount updated after 3/12 Special Board meeting. This includes the outstanding Wells Fargo balance of \$17,162 and the \$5,327.72 for the December 2017 from the Nisqually River Foundation
3.0	Total Expense	583,922	
4.0	Net Income	17,364	





**Thurston Conservation District**  
**2019 Unrestricted Budget**  
**Staff Recommended Budget**  
1-Apr-19

Line		2019 Budget	Notes
<b>5.0</b>	<b>Parking Lot</b>		
2.8.1	Office Reloaction	10,693	
2.8.2	Data Tracking Software	0	
2.8.3	Data Tracking Software Subscriptions	0	
2.8.4	New Telephone System	6,500	
1.4.5	Allocated for Easement Program	35,374	Hold for fund and program development by the Executive Director and Board in 2019.
<b>6.0</b>	<b>Budget Deficit Reduction</b>	<b>52,566</b>	



**Thurston Conservation District  
2019 Restricted Budget  
Staff Recommended Budget**

1-Apr-19

	Green	Thurston NTA	Soil Health	VSP*	TCD VSP	DOE	Chehalis	CREP	Livestock	East Fork McLane	Total
Salaries & Benefits	91,409	41,000	18,383	77,279	40,000	29,863	52,524	22,626	89	5,563	378,737
Overhead	1,882					7,466	13,131	5,657			28,136
Travel	1,735		402	187		648	356	543			3,871
Goods & Services	84,531		4,196	3,471		40,477	2,561	8,270			143,507
Program Allocations						-17,594					-17,594
Cost Share								1,728			1,728
Cost Share Maintenance								10,304			10,304
<b>Total</b>	<b>179,557</b>	<b>41,000</b>	<b>22,981</b>	<b>80,938</b>	<b>40,000</b>	<b>60,860</b>	<b>68,573</b>	<b>49,128</b>	<b>89</b>	<b>5,563</b>	<b>548,688</b>

\* Includes an estimated \$15,000 for expected additional FY2019-20 funds.



**Thurston Conservation District  
2019 Staffing Plan  
Staff Recommended Staffing Plan**

1-Apr-19

	FTE	Salary & Benefits	FTE Salary & Benefits	Admin	DOE	Thurston NTA	Green	Soil Health	VSP & TCD VSP	Chehalis	CREP	East Fork McLane	Total
<b>Administrative Staff</b>													
Exec Director (5 months)	1.00	44,341	44,341	90.0%					5.0%	5.0%			100%
Admin Assistant (8 months)	1.00	33,848	33,848	100.0%									100%
Accountant	0.60	64,269	41,631	100.0%									100%
<b>Project Staff</b>													
South Sound Green Program Manager	1.00	87,778	87,778	10.7%			89.3%						100%
South Sound Green Assistant (8 months)	0.50	21,864	10,932				100.0%						100%
Ag Outreach Specialist	1.00	86,479	86,479	50.0%					20.0%	30.0%			100%
Education and Outreach Specialist	0.80	67,759	54,207	10.0%	25.0%	5.0%		10.0%	45.0%	5.0%			100%
Habitat Specialist	0.75	61,459	46,094	5.0%	25.0%	12.0%				10.0%	38.0%	10.0%	100%
Natural Resource Technician	1.00	56,764	56,764	5.0%	8.0%	34.0%		20.0%	33.0%				100%
Conservation Program Manager (8 months)	1.00	53,078	53,078	43.0%	0.0%	25.0%				30.0%	2.0%	0.0%	100%
Natural Resource Specialist (8 months)	1.00	47,431	47,431		0.0%	0.0%			100.0%				100%

Assumes 2.8% COLA increase for 2019 and step increases.  
Assumes benefits at 32% taxes and benefits.



4







**Interim Executive Director Decision Recommendation**  
RE: Thurston County Interlocal Agreement  
(Rates & Charges)

**Decision**

Consider approval of the Interlocal Agreement with Thurston County for Rates and Charges.

**Description**

The purpose of this Agreement is to establish the roles and responsibilities of the County and the District with respect to the use and reporting of funds from the system of rates and charges (Rates) in association to the delivery of an annual work plan.

This Agreement shall be effective for calendar year 2019. Renewal of this agreement will be predicated on future authorizations of the system or rates and charges by the Thurston County Board of County Commissioners.

**Cost**

Revenue: \$551,474.93 to Thurston CD programs, services and operations.

**Benefit**

Approval of this Agreement will finalize the adoption of the System of Rates and Charges for 2019, providing Thurston CD with vital funding to continue operating as an organization and providing programs and services to the community.

**Staff Recommendation**

Approve



**Interlocal Agreement between Thurston County, Washington and  
the Thurston Conservation District  
DRAFT January 11, 2019**

This Agreement is made and entered into by and between Thurston County, a legal subdivision of the State of Washington ("County"), and Thurston Conservation District, a legal subdivision of the State of Washington ("District") for the purpose of establishing the roles and responsibilities of the County and the District with respect to the authorization for and collection of funds from a system of rates and charges as authorized by Chapter 60, Laws of 2012.

WHEREAS, the District was established pursuant to Chapter 89.08 RCW to provide for the public health, safety and welfare, including the protection of natural resources in the County; and

WHEREAS, for over 70 years, the District has assisted landowners and local governments as they face resource management challenges relating to agriculture, water quality and other natural resource issues; and

WHEREAS, Chapter 60, Laws of 2012, and Chapter 89.08 RCW authorizes the County to approve and collect rates and charges (collectively, "rates") on property within the District to fund District activities; and

WHEREAS, the rate revenue will allow the District to exercise its authority, including the continued protection of the public health, safety and welfare and protection and conservation of natural resources throughout Thurston County and participating cities and towns; obtaining grant funding and supporting local programs; addressing water quality and conservation programs related to endangered salmon species; and, providing for other natural resource protection requirements and needs, such as the protection and conservation of farm land; and

WHEREAS, the Board of County Commissioners of Thurston County On November 27, 2018 adopted Ordinance No. 15586, to approve a system of rates and charges, and on December 11, 2018 adopted Ordinance No. 15723 to implement such system of rates in charges for one year only; and

WHEREAS, this Agreement describes and defines the mutual understanding of the parties made with the intention of approving and implementing a program for distributing the revenues from the Resource Conservation Rates authorized by Chapter 89.08 RCW and approved by Thurston County Ordinances No. 15586 and 15726; and

WHEREAS, Thurston County Ordinance No. 15586 authorized the County Manager to enter into an Interlocal Agreement with the District.

NOW, THEREFORE, for the mutual benefits of the parties and the citizens of Thurston County, the County and the District parties agreed to the following terms and conditions:

## I. PURPOSE

The purpose of this Agreement is to establish the roles and responsibilities of the County and the District with respect to the use and reporting of funds from the system of rates and charges (Rates) in association to the delivery of an annual work plan.

## II. FUNDING

Funding for the subject of this Agreement, the District's Resource Conservation Programs ("Programs"), shall be obtained from the rate revenues authorized by Ordinances No. 15586 and 15726 (Exhibit 1), to be collected by the Thurston County Treasurer for subject properties in unincorporated Thurston County and participating cities and towns for the calendar year 2019.

## III. RESPONSIBILITIES OF THE DISTRICT

**A. Scope of Work.** The District shall administer the program and expenditures pursuant to Exhibit 2, Proposed Resource Conservation Spending Plan and Estimate of Revenues.

**B. Program Reporting.** The District shall produce reports summarizing the work performed, expenditures incurred, and revenues collected; providing an evaluation of the performance and results of the work performed according to this Agreement; and estimating the projected revenues and expenditures for the next time period. Reports shall be provided to the members of the Board of County Commissioners and the County Manager. These reports shall include, but not be limited to, the following information:

- Description of any adverse conditions that have affected the program objectives and/or time schedules, and actions taken to resolve these issues due May 15<sup>th</sup>, 2020.
- An accounting of the revenues compared with expenditures for the current reporting period due January 31<sup>st</sup>, 2020.
- An annual report is due May 15, 2020 and shall cover the previous calendar year.
- Approved Annual Thurston Conservation District Budget due May 31<sup>st</sup>, 2019.

<u>Due Date</u>	<u>Report</u>
May 31 <sup>st</sup> , 2019	Approved 2019 Annual Budget
July 31, 2019	Progress Report of the 2019 Workplan
January 31 <sup>st</sup> , 2020	2019 Revenue Vs. Expenditure Report
May 15 <sup>th</sup> , 2020	2019 Annual Report of Accomplishments
May 15 <sup>th</sup> , 2020	Report on adverse conditions affecting the program and actions to resolve

### **C. Accounting.**

**a. Fund Accounts.** The District shall maintain a separate fund or account for Conservation District Programs detailing the funds collected by the Thurston County Treasurer (the "RC Fund"). Separate accounting shall be made for each project, program or activity identified in Exhibit D.

**b. District Administrative Costs.** The District's administrative costs shall be linked to the specific project, program or activity most closely related to their use or prorated across all activities and jurisdictions, in the case of general operating expenses.

**c. Creation of an Advisory Committee.** The District will create an Advisory Committee pursuant RCW 89.08.210.

**D. Maintenance of Records.** The District shall maintain all books, documents, receipts, invoices, and records, including payroll records, necessary to sufficiently and properly reflect the expenditures of the RC Fund. The accounting records shall provide for a separate recording and reporting of all RC Fund receipts and expenditures. Financial records pertaining to matters authorized by this Agreement are subject to inspection and audit by representatives of County or the State Auditor upon request. Annual State Auditor reports, if not required, shall be requested. State Auditor reports shall be provided to the Board of County Commissioners and County Manager within ten (10) days of receipt. Financial records shall be preserved and made available to the County and its agents for a period of six (6) years after the last expenditure of funds, or in the event of an audit, records shall be kept until the audit is completely resolved.

### **E. Roll, Appeal, Refunds, Mailing to Tax Exempt Parcels & Defense.**

a. The District at its expense prepared a roll setting forth each parcel to be charged and the amount of unpaid charges for each parcel within the legal boundaries of the District and transmitted to the County Treasurer (CT), in December 2018 for collection in the manner authorized for collection of property taxes.

b. The District shall at its expense conduct and determine any appeal of rates and charges pursuant to RCW 89.08.405, and promptly transmit to the CT any revision to the roll to be collected by the CT, and the District shall refund any amount paid which it determines upon appeal to be in error.

c. The District shall promptly transmit to the CT any change in the classification of parcels, application of use codes, and charge applicable to any parcels after transmission of its roll described under subsection a. above.

#### **IV. GENERAL PROVISIONS**

**A. Notice.** Except as set forth elsewhere in this Agreement, for all purposes under this Agreement, except service of process, notice shall be given by the District to the County Manager, 2000 Lakeridge Drive SW, Olympia, WA 98502. Notice to the District for all purposes under this Agreement shall be given to the Chair of the Board of Supervisors and to the District Executive Director, 2918 Ferguson St SW, STE A, Tumwater, WA 98512.

**B. Compliance with Laws.** The District shall comply with all federal, state, and local laws, statutes, ordinances, rules and regulations applicable to the performance of this Agreement.

**C. Defense and Indemnity.** The District agrees to defend, indemnify and save harmless the County, its appointed and elective officers and employees, from and against all loss or expense, including, but not limited to, judgments, settlements, attorney's fees associated with the implementation of the terms and conditions of this agreement. And costs by reason of any and all claims and demands upon the County, its elected or appointed officials or employees for damages because of personal or bodily injury, including death at any time resulting therefrom, sustained by any person or persons and on account of damage to property including loss of use thereof, whether such injury to persons or damage to property is due to the negligence of the District, his/her subcontractors, its successor or assigns, or its or their agent, servants, or employees, the County, its appointed or elected officers, employees or their agents, except only such injury or damage as shall have been occasioned by the sole negligence of the County, its appointed or elected officials or employees. It is further provided that no liability shall attach to the County by reason of entering into this Agreement, except as expressly provided therein.

**D. Industrial Insurance Waiver.** With respect to the performance of this Agreement and as to claims against the County, its officers, agents and employees, the District expressly waives its immunity under Title 51 of the Revised Code of Washington, the Industrial Insurance Act, for injuries to its employees and agrees that the obligations to indemnify, defend and hold harmless provided in this Agreement extend to any claim brought by or on behalf of any employee of the District. This waiver is mutually negotiated by the parties to this Agreement.

**E. Term and Effective Date.** This Agreement shall be effective for calendar year 2019. Renewal of this agreement will be predicated on future authorizations of the system or rates and charges by the Thurston County Board of County Commissioners.

Approved:

Reviewed:

Approved:

Reviewed:

NAME	date
TITLE	





**Interlocal Agreement between Thurston County, Washington and  
the Thurston Conservation District  
DRAFT January 11, 2019**

This Agreement is made and entered into by and between Thurston County, a legal subdivision of the State of Washington ("County"), and Thurston Conservation District, a legal subdivision of the State of Washington ("District") for the purpose of establishing the roles and responsibilities of the County and the District with respect to the authorization for and collection of funds from a system of rates and charges as authorized by Chapter 60, Laws of 2012.

WHEREAS, the District was established pursuant to Chapter 89.08 RCW to provide for the public health, safety and welfare, including the protection of natural resources in the County; and

WHEREAS, for over 70 years, the District has assisted landowners and local governments as they face resource management challenges relating to agriculture, water quality and other natural resource issues; and

WHEREAS, Chapter 60, Laws of 2012, and Chapter 89.08 RCW authorizes the County to approve and collect rates and charges (collectively, "rates") on property within the District to fund District activities; and

WHEREAS, the rate revenue will allow the District to exercise its authority, including the continued protection of the public health, safety and welfare and protection and conservation of natural resources throughout Thurston County and participating cities and towns; obtaining grant funding and supporting local programs; addressing water quality and conservation programs related to endangered salmon species; and, providing for other natural resource protection requirements and needs, such as the protection and conservation of farm land; and

WHEREAS, the Board of County Commissioners of Thurston County On November 27, 2018 adopted Ordinance No. 15586, to approve a system of rates and charges, and on December 11, 2018 adopted Ordinance No. 15723 to implement such system of rates in charges for one year only; and

WHEREAS, this Agreement describes and defines the mutual understanding of the parties made with the intention of approving and implementing a program for distributing the revenues from the Resource Conservation Rates authorized by Chapter 89.08 RCW and approved by Thurston County Ordinances No. 15586 and 15726; and

WHEREAS, Thurston County Ordinance No. 15586 authorized the County Manager to enter into an Interlocal Agreement with the District.

NOW, THEREFORE, for the mutual benefits of the parties and the citizens of Thurston County, the County and the District parties agreed to the following terms and conditions:

## I. PURPOSE

The purpose of this Agreement is to establish the roles and responsibilities of the County and the District with respect to the use and reporting of funds from the system of rates and charges (Rates) in association to the delivery of an annual work plan.

## II. CONTENT OF THIS AGREEMENT

### II. FUNDING

Funding for the subject of this Agreement, the District's Resource Conservation Programs ("Programs"), shall be obtained from the rate revenues authorized by Ordinances No. 15586 and 15726 (Exhibit 1), to be collected by the Thurston County Treasurer for subject properties in unincorporated Thurston County and participating cities and towns for the calendar year 2019.

### III. RESPONSIBILITIES OF THE DISTRICT

**A. Scope of Work.** The District shall administer the program and expenditures pursuant to Exhibit 2, Proposed Resource Conservation Spending Plan and Estimate of Revenues.

**B. Program Reporting.** The District shall produce reports summarizing the work performed, expenditures incurred, and revenues collected; providing an evaluation of the performance and results of the work performed according to this Agreement; and estimating the projected revenues and expenditures for the next time period. Reports shall be provided to the members of the Board of County Commissioners and the County Manager. These reports shall include, but not be limited to, the following information:

~~A description of work performed during the period and progress made to date, including expenditure data and monitoring data or performance indicators that reflect expenditures as set forth in Exhibit 2, Resource Conservation Spending Plan and Estimate of Revenues.~~

Comment [SM1]: See included below in named reports.

• Description of any adverse conditions that have affected the program objectives and/or time schedules, and actions taken to resolve these issues ~~due May 15<sup>th</sup>, 2020.~~

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• An accounting of the revenues compared with expenditures for the current reporting period ~~and as projected for the next reporting period due January 31<sup>st</sup>, 2020.~~

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~~• Annual reports are due May 15 2019 and shall cover the previous calendar year.~~

~~• Current year program expenditure reports are due prior to May 15 and November 15, of calendar year 2019 of collection of the Rates~~

• An annual report is due May 15, 2020 and shall cover the previous calendar year.

- Approved Annual Thurston Conservation District Budget due May 31<sup>st</sup>, 2019.

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<b><u>Due Date</u></b>	<b><u>Report</u></b>
<u>May 31<sup>st</sup>, 2019</u>	<u>Approved 2019 Annual Budget</u>
<u>July 31, 2019</u>	<u>Progress Report of the 2019 Workplan</u>
<u>January 31<sup>st</sup>, 2020</u>	<u>2019 Revenue Vs. Expenditure Report</u>
<u>May 15<sup>th</sup>, 2020</u>	<u>2019 Annual Report of Accomplishments</u>
<u>May 15<sup>th</sup>, 2020</u>	<u>Report on adverse conditions affecting the program and actions to resolve</u>

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### C. Accounting.

**a. Fund Accounts.** The District shall maintain a separate fund or account for Conservation District Programs detailing the funds collected by the Thurston County Treasurer (the "RC Fund"). Separate accounting shall be made for each project, program or activity identified in Exhibit D.

**b. District Administrative Costs.** The District's administrative costs shall be linked to the specific project, program or activity most closely related to their use or prorated across all activities and jurisdictions, in the case of general operating expenses.

**c. Creation of an Advisory Committee.** The District will create an Advisory Committee pursuant RCW 89.0908.210.

**D. Maintenance of Records.** The District shall maintain all books, documents, receipts, invoices, and records, including payroll records, necessary to sufficiently and properly reflect the expenditures of the RC Fund. The accounting records shall provide for a separate recording and reporting of all RC Fund receipts and expenditures. Financial records pertaining to matters authorized by this Agreement are subject to inspection and audit by representatives of County or the State Auditor upon request. Annual State Auditor reports, if not required, shall be requested. State Auditor reports shall be provided to the Board of County Commissioners and County Manager within ten (10) days of receipt. Financial records shall be preserved and made available to the County and its agents for a period of six (6) years after the last expenditure of funds, or in the event of an audit, records shall be kept until the audit is completely resolved.

### E. Roll, Appeal, Refunds, Mailing to Tax Exempt Parcels & Defense.

a. The District at its expense prepared a roll setting forth each parcel to be charged and the amount of unpaid charges for each parcel within the legal boundaries of the District and transmitted to the County Treasurer (CT), in December 2018 for collection in the manner authorized for collection of property taxes.

b. The District shall at its expense conduct and determine any appeal of rates and charges pursuant to RCW 89.08.405, and promptly transmit to the CT any revision to the roll to be collected by the CT, and the District shall refund any amount paid which it determines upon appeal to be in error.

c. The District shall promptly transmit to the CT any change in the classification of parcels, application of use codes, and charge applicable to any parcels after transmission of its roll described under subsection a. above.

#### **IV. GENERAL PROVISIONS**

**A. Notice.** Except as set forth elsewhere in this Agreement, for all purposes under this Agreement, except service of process, notice shall be given by the District to the County Manager, 2000 Lakeridge Drive SW, Olympia, WA 98502. Notice to the District for all purposes under this Agreement shall be given to the Chair of the Board of Supervisors and to the District Executive Director, 2918 Ferguson St SW, STE A, Tumwater, WA 98512.

**B. Compliance with Laws.** The District shall comply with all federal, state, and local laws, statutes, ordinances, rules and regulations applicable to the performance of this Agreement.

**C. Defense and Indemnity.** The District agrees to defend, indemnify and save harmless the County, its appointed and elective officers and employees, from and against all loss or expense, including, but not limited to, judgments, settlements, attorney's fees associated with the implementation of the terms and conditions of this agreement. And costs by reason of any and all claims and demands upon the County, its elected or appointed officials or employees for damages because of personal or bodily injury, including death at any time resulting therefrom, sustained by any person or persons and on account of damage to property including loss of use thereof, whether such injury to persons or damage to property is due to the negligence of the District, his/her subcontractors, its successor or assigns, or its or their agent, servants, or employees, the County, its appointed or elected officers, employees or their agents, except only such injury or damage as shall have been occasioned by the sole negligence of the County, its appointed or elected officials or employees. It is further provided that no liability shall attach to the County by reason of entering into this Agreement, except as expressly provided therein.

**D. Industrial Insurance Waiver.** With respect to the performance of this Agreement and as to claims against the County, its officers, agents and employees, the District expressly waives its immunity under Title 51 of the Revised Code of Washington, the Industrial Insurance Act, for injuries to its employees and agrees that the obligations to indemnify, defend and hold harmless provided in this Agreement

extend to any claim brought by or on behalf of any employee of the District. This waiver is mutually negotiated by the parties to this Agreement.

**E. Term and Effective Date.** This Agreement shall be effective for calendar year 2019. Renewal of this agreement will be predicated on future authorizations of the system or rates and charges by the Thurston County Board of County Commissioners.

THURSTON CONSERVATION DISTRICT

Approved:

NAME \_\_\_\_\_ date \_\_\_\_\_  
Chair, Board of Supervisors

Reviewed:

Sarah Moorehead  
Interim Executive Director

THURSTON COUNTY

Approved:

Ramiro Chavez  
Thurston County Manager

Reviewed:

NAME \_\_\_\_\_ date \_\_\_\_\_

TITLE \_\_\_\_\_



5





**2019**

# **Conservation Accountability & Performance Program**

for January 2019 Commission Meeting

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Administrative Requirements and Performance Measures for the Responsible Operation of a Washington State Conservation District

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## **Description**

The Conservation Accountability and Performance Program (CAPP) is a combined mandatory and voluntary accountability and performance program for Washington Conservation Districts.

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## **Authority**

RCW 89.08.070 authorizes and directs the Washington State Conservation Commission (WSCC) to assist and guide local conservation districts across the state in the implementation of natural resource conservation programs. To accomplish this, the Commission has established guidelines and controls to govern the conservation districts' use of state funds, property, and services.

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## **Purpose & Background**

The purpose is to improve the accountability and performance of each of the 45 conservation districts in the State of Washington. The basic philosophy is to always be looking for ways to improve programs and services, increase efficiency, and offer support to willing landowners and others.

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## **Accountability Requirements**

The accountability requirements checklist is comprised of statutorily required functions and activities that conservation districts must perform. Not meeting all legal accountability requirements may require the district board to meet with the Commission, the development of a performance improvement action plan, and follow-up assistance from Commission staff. Noncompliance may affect Commission funding eligibility.

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## **Performance Standards**

Standards are for districts' use to evaluate how well they are doing by assessing themselves against a specified list of voluntary performance standards. The Commission's goal is to help each district reach the highest possible level of performance. The focus is on interactive visits and learning experiences to help each participating district determine where it can improve its operation to get closer to where it wants to be as a highly functional organization. The Performance Standards checklist (2 through 8) is voluntary and for district internal use.

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## Commission Assistance

The Commission members and staff will assist and guide local conservation districts by:

- Providing transparent accountability requirements and performance standards;
  - Providing on-going feedback to improve district performance;
  - Providing assistance to enhance public confidence in conservation districts' abilities to provide effective and efficient delivery of programs and services;
  - Ensuring that assistance is available to help districts achieve annual and long-range goals in an effective, efficient, economic, and ethical manner;
  - Providing assistance for district oversight of responsible management and stewardship of public funds;
  - Providing assistance to ensure that conservation district elections are open to public, as well as conducted in a fair and impartial manner under the RCW and WAC.
  - Center for Technical Development (CTD) to help build technical capacity;
  - Assisting districts with engaging the public in identifying and measuring desired outcomes; and
  - Allocating resources to districts in accordance with demonstrated conservation needs and available funding.
- 

## Process Timeline:

**January – March** - The CAPP Accountability and Performance standards are sent to districts in the 1<sup>st</sup> quarter to be utilized in an optional self-evaluation early in the calendar year. The accountability section (Standard 1) of the checklist is required, and the performance section (Standards 2-8) is voluntary. Districts are encouraged to develop an action plan to follow-up on any capacity building activities that are identified.

**April – June** - An interim report of CAPP status will be prepared by staff for the May Commission meeting. Regional managers and other Commission staff, as needed, will continue work with districts on accountability and performance elements needing attention or improvement.

**July** - Annual CAPP report is prepared for the July Commission meeting. Commission members review the report and take action on recommendations from Commission staff. The Commission may, at their discretion, reduce or withhold funding to a district not in-compliance with all Standard 1 accountability requirements.

**August – December** - Commission regional managers, in consultation with applicable Commission staff, will continue working with districts to implement an action plan to address deficiencies under Standard 1 mandatory accountability requirements.

## STANDARD 1

### Compliance with Laws (required standard)

Conservation Districts fulfill their legal requirements as Political Subdivisions of the State of Washington and comply with all laws and the Washington Administrative Code.

Compliance with Laws and Requirements	Citation (link to RCW or WAC)	Yes	No
1. Annual report of accomplishments was submitted on time, in the prescribed format to the WSCC	<a href="#">RCW 89.08.070 (11)</a>		
2. District Long Range Plan submitted on time & meeting RCW and Commission requirements	<a href="#">RCW 89.08.220 (7)</a>		
3. District Annual Work Plan submitted on time & meeting RCW and Commission requirements	<a href="#">RCW 89.08.220 (7)</a>		
4. The District has made a demonstrated effort to address their top resource needs identified in their Long Range Plan	<a href="#">RCW 89.08.220 (7)</a>		
5. Upon request, District contracts and agreements have been submitted to the Commission	<a href="#">RCW 89.08.210</a>		
6. Supervisor Elections & Appointments are conducted according to RCW and WAC requirements	<a href="#">RCW 89.08.190 &amp; 89.08.200</a> <a href="#">WAC 135-110</a>		
7. All State Auditor identified issues (during SAO audits) have been resolved to the extent possible	<a href="#">RCW 89.08.070 (12)</a>		
8. Open Public Meetings Act is followed including executive sessions	<a href="#">RCW 42.30</a>		
9. State Public Records Act is followed	<a href="#">RCW 42.56</a>		
10. All Board Supervisors and Public Records Officers are current on the required Open Public Meetings and Public Records Act Training	<a href="#">RCW 42.30.210 &amp; RCW 42.56.150</a>		
11. Annual reporting to State Auditor's Office completed correctly and on time	<a href="#">RCW 89.08.210</a>		
12. Keeping public informed of conservation district activities.	<a href="#">RCW 89.08.220 (13)</a>		
13. State Ethics laws for public officials are being followed	<a href="#">RCW 42.20 &amp; 42.23</a>		
14. District in compliance with terms of Commission/District Master Agreement	<a href="#">RCW 89.08.070 (5)</a>		
15. Demonstrated diligence in complying with state and federal statutes related to contracting, non-discrimination, labor laws, etc, through adoption of up-to-date policies and training.	Listing needed & check against Schedule 22		

#### Standard 1 Ideas for Improvement

## STANDARD 2

# Natural Resource Conservation

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Conservation Districts address natural resource concerns with landowners and land managers using incentive-based technical, financial, and educational assistance at the request of the landowner or manager.

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### Best Practices

#### **A. Prioritizing Resource Concerns**

Prioritizes which natural resource concerns to engage in based on community input and support, resource data, importance at state and regional levels, relevance, other groups working on the issue, magnitude of the issue, research conducted on issue, and appropriate role for the district.

#### **B. Addressing Known Resource Concerns with Landowners**

District actively provides contact and assistance to landowners (may not yet be a customer or cooperator) with known, high priority resource issues or in geographic areas of significant resource concern.

#### **C. Services for Customers/Cooperators**

District builds services and programs based on the needs of customers/cooperators for their conservation work along with the natural resource needs of the region. District actively engages customers/cooperators for their input on services and programs needed.

#### **D. Quantifies Impact**

District quantifies, in some method, its impact on the local natural resources by obtaining and/or maintaining quantifiable data on local impacts, maintains quantifiable cumulative impacts of district programs/work, and reports cumulative impacts to funders and other partners.

#### **E. Technical Capacity**

District has documented access to technical capacity to provide timely and efficient planning and implementation assistance for land owners to maintain conservation on the ground with reliable and consistent quality. For example, has certified technical employees, has access to at least one conservation planner, and participates in CTD data collection and certification programs.

#### **F. Research & Technology Integrated**

District integrates research and science into program development and implementation including connection with academic professionals; district offers to assist in advancing scientific research on emerging issues.

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### **Standard 2 Ideas for Improvement**

## STANDARD 3

# Board Governance & Policies

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Conservation District Boards govern and conduct the affairs of the organization to provide conservation services and programs for land owners within their district.

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### Best Practices

#### **A. Board Roles & Responsibilities**

Individual board members are informed of and understand their role and their responsibilities as local government board members and as representatives of a division of local government of Washington State, including their legal and fiduciary duties.

#### **B. Board Governance & Leadership**

Board of supervisors actively governs the district by demonstrating leadership in conservation stewardship as well as instilling an ethic and culture of constant improvement. Board has a written policy / procedure for supervisors and associate supervisors. Board leads budget development, strategic planning & implementation. The Board leads and directs outreach efforts to engage the public who live in the district to serve on the Board and to build partnerships with the District on natural resource conservation efforts.

#### **C. Supervisor Participation, Vacancy Filling, Quorum**

District board holds board meetings attended by a quorum of supervisors who have chosen a chair, actively pursues filling vacant supervisor positions, promotes the development of future board supervisors through community engagement and outreach, and have meetings rescheduled or cancelled due to lack of a quorum.

#### **D. Board Effectiveness and Development**

District board collectively does a self-assessment of overall board effectiveness, membership, and actively seeks board and supervisor development activities. Works with the Commission to develop needed and/or new supervisor and board development activities.

#### **E. Effective Board Meetings**

Regularly held and effective board meetings with well thought out agendas, minutes, active participation by supervisors and public (if present). Regular meetings ideally are less than 3 hours except under special circumstances. Board meetings should be held at least monthly with time and location advertised in local media and other conspicuous public locations. Meeting materials are distributed several days in advance to contribute to an effective meeting. There is a time and opportunity for public input at each board meeting. Meetings are not cancelled, except in special/extreme circumstances due to a lack of quorum. Staff input is sought by the board as needed or directed by the board. Board meetings are conducted in

accordance with the Open Public Meetings Act and with respect, tact, and professionalism to all who attend.

#### **F. Legal Questions**

District always utilizes proper legal counsel for legal questions and/or needs (Enduris, WSCC, MRSC, and/or an attorney). The District has a policy for when legal counsel is to be used, how it is to be used, and how the Board engages the services of legal counsel.

#### **G. District Operations Policies**

Current district operations policies are reviewed and updated annually. When operations policy issues arise, the district utilizes needed expertise to address those issues and craft policies as needed.

#### **Standard 3 Ideas for Improvement**

## **STANDARD 4**

### **Fiscal Oversight**

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Conservation District Supervisors are ultimately responsible for the fiscal oversight for their conservation district and conducting the business affairs in a lawful, ethical and responsible manner.

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#### **Best Practices**

##### **A. Leveraging Financial & Other Resources**

District is leveraging, or can demonstrate it has tried to leverage all their funding with other resources from other districts and local, state, federal, non-governmental or private partners.

##### **B. Financial Reporting & Vouchering**

All financial reporting and vouchering to the WSCC and other funders is on time, complete, accurate, and complies with funders' financial policies and grants procedures.

##### **C. Use of Allocated Funding**

District has utilized WSCC and all allocated public funding in a timely manner, or has notified the funder at least three months before the end of the fiscal year that funding allocations for that fiscal year cannot be utilized, allowing for funding to potentially be used by another district.

##### **D. Funding & Budgeting**

District has adopted & followed a budget that maintains cash reserves to meet financial commitments.

## **E. Internal Financial Controls**

District has excellent internal controls and policies that it follows to safeguard public funds. District has maintained clean internal and state audits for a minimum of two (2) audit cycles. District seeks out and utilizes good examples of effective internal controls and policies.

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## **Standard 4 Ideas for Improvement**

## **STANDARD 5**

## **Human Resources**

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Conservation Districts have skilled personnel to carry out their programs, whether volunteers, paid staff and/or consultants/contractors and have a governing board of five Supervisors that actively govern the human resources policies of the district.

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### Best Practices

#### **A. Delegated Authority**

Any delegation of responsibilities (authority) to a district manager, or equivalent is clearly set out in writing, is consistent with board approval requirements of the WSCC, and commensurate with the experience of the board and manager, within the scope of the job description of the manager, and acknowledged by both the manager and board chair in writing.

#### **B. Training**

The District has an appropriate training policy and plan for all supervisors & staff. Staff and supervisors are actively participating in annual training opportunities (WACD, WADE, WSCC, Enduris, NRCS, etc.). The training policy includes actively pursuing opportunities for cross-training.

#### **C. Performance Evaluations**

Board members assure that performance evaluations are conducted for each staff member annually, and directly evaluate performance of the lead staff (manager, executive, director).

#### **D. Personnel Policies & Procedures**

Board members have developed and shared personnel policies and procedures with each employee.

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## **Standard 5 Ideas for Improvement**

## STANDARD 6

# Planning

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Conservation Districts build their long range and annual plans to address high priority resource concerns using public and partner input.

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### Best Practices

#### **A. Public & Stakeholders Input for Program & Plan Development**

Input is sought from public and stakeholders in program development, during annual and long range plan development, public and stakeholder input is gathered, and solicited before annual work plan and long range plan are approved by the board. At a minimum, one open public meeting in the community shall be held to seek input from the public and stakeholders.

#### **B. Annual Work Plan**

Annual Work Plan addresses the specific natural resource concerns in a prioritized manner as approved by the board of supervisors. The district board actively pursues implementation of activities to meet the goals of the annual plan.

#### **C. Regular Review and Use of Annual and Long Range Plans**

Meeting agendas are built with reference to annual and long range plan priorities and actions. Board members and staff regularly review and refer to annual and long range plans.

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### Standard 6 Ideas for Improvement



## STANDARD 7

# Partnering

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Conservation Districts partner with organizations and agencies in the delivery of conservation programs and projects.

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### Best Practices

#### **A. Partnering with Public, Private, Tribal, and Nonprofit Partners**

Demonstrated ability to work and coordinate with current and potential partners to identify and target areas for natural resource conservation and improvement, projects, opportunities for sharing funding, and workforce resources.

#### **B. Partnering with Other Conservation Districts**

Demonstrated ability to work and coordinate with other conservation districts to identify and target areas for natural resource conservation and improvement, projects, opportunities for sharing funding, and workforce resources.

#### **C. Working Relationships with Elected Officials & Tribal Governments**

District supervisors and staff have regular contact including meetings and tours, with elected officials and staff in cities, counties, state legislature, tribal government, and congress to provide information on conservation projects and services.

#### **D. Participation in Affiliated Organizations**

District supervisors and staff actively participate in affiliated organizations' events, committees, elected positions, and activities (e.g., WACD, WADE, WCS, and NACD), including payment of annual membership.

#### **E. Working Relationships with Conservation Commission**

District supervisors and staff provide open and constructive feedback to the WSCC, and actively bring up and work to resolve in a timely manner any issues.

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### **Standard 7 Ideas for Improvement**

## STANDARD 8

# Public Outreach & Education

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Conservation Districts provide conservation information and education to a wide variety of audiences.

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### Best Practices

#### **A. Public Outreach**

District has a public outreach plan (in annual and-or Long Range Plan plan) including regularly publishing and distributing information regarding district activities, as demonstrated by: press releases, newsletters, social media presence, district tours of projects, and distribution of information to partners, diverse stakeholders, and funders.

#### **B. Youth Education**

District has a youth education program assisting school teachers and administrators, including classroom and field activities that have a clear connection with school programs, the education requirements of the school district, and its related natural resource educational impact.

#### **C. District Physical Location**

Has a physical location that provides regular, weekday office hours for public access, information, and services. Office hours are clearly posted at office location and on district website. District has signage visible from a public right of way adjacent to the district office.

#### **D. Annual Report of Accomplishments**

Annual report of accomplishments includes outstanding examples of conservation work completed, compared to what the district planned to do or needs to do.

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### **Standard 8 Ideas for Improvement**

## **District Capacity Building Ideas, Actions & Record of Exceptional Activities**

**STANDARD 2 - Natural Resource Conservation**

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**STANDARD 3 - Board Governance & Policies**

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**STANDARD 4 - Fiscal Oversight**

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**STANDARD 5 - Human Resources**

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**STANDARD 6 - Planning**

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**STANDARD 7 - Partnering**

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**STANDARD 8 - Public Outreach & Education**

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## Transition Issues for Thurston Conservation District, April – December 2019

Priority 1 = critical, must be done in April

Priority 2 = urgent, complete by end of May

Priority 3 = long-term importance, June-December

Item	Priority
1. Catch up passing minutes	1
2. Mid-term supervisor replacement selection and orientation	1
3. Pass resolution for bank signatures	1
4. Candidate interviews and selection for supervisor mid-term vacancy	1
5. Review Mr. Cushman's performance and contract	1
6. Governance: Initiate use of Consent Agenda	1
a. Propose check register and reviewed minutes go on consent calendar	1
b. Discuss creating a Correspondence agenda item on consent calendar	1
7. Budget workshop	1
8. Policy Review: Minutes policy	1
9. Labor negotiations training	1
10. Policy Review: Supervisor duties	
a. Commitment for work between meetings – add to policy	2
b. Meet 1:1 with AED between meetings	2
11. Explore setting up governance training with Aspen <a href="http://aspengroup.org/coherent-governance-implementation-protocol/">http://aspengroup.org/coherent-governance-implementation-protocol/</a>	2
12. Establish process for governance review, including organizational changes and policy updates	2
13. Workshop for strategic planning and annual plan development	2
14. Establish process for R&C renewal and meet with TCBOCC	2
15. Review and finalize the annual Board Calendar	3
16. Pass Annual Plan	3
17. Establish organizational chart and adopt job classes	3
18. Negotiate union contract	3
19. Advertise for new Executive Director	3
20. High level review of policy manual – prioritize areas for review and revision	3
21. Determine process to create R&C Advisory Committee	3
22. Review of Associate Supervisors: schedule for recruitment, appointments, annual review, what can we have them do that will be helpful?	3



6





To: TCD Board of Supervisors

From: Sarah Moorehead (*Interim Executive Director*)

Date: April 8, 2019

Subject: Interim Executive Director's Report



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## **Priority Initiative Updates**

### **Voluntary Stewardship Program**

CD and Grays Harbor CD staff have been focusing on: collaboration and communication with the VSP workgroup, site visits to landowners, Individual Stewardship Plan development, outreach to producers, coordination of a May VSP workshop, and working with Thurston County on reporting mechanisms for the 5-year reporting period.

We are close to meeting our contracted goal of 12 ISPs before June 30<sup>th</sup>, 2019! Currently, we have 24 landowners participating in VSP, 18 ISP checklists have been completed, and two (2) ISPs have been fully completed. We have exceeded the number of participants and plan to continue to enroll participants continuously. Per the proposed hiring plan (see below), a Natural Resource Specialist is proposed to start asap to support the demand for ISPs in Thurston County. It has been designed that this individual would start by May 1<sup>st</sup>, 2019, allowing them to receive training and orientation from Grays Harbor CD staff whom have been subcontracted to develop ISPs for Thurston CD.

## **District Operations**

### **February 26<sup>th</sup>, 2019 Action Items:**

**1. Sarah will follow up regarding the third party audit with Mr. Ooms to express appreciation for his efforts and the intent to continue moving forward with a defined scope and deliverables.**

*Completed 2.27.2019.*

**2. Ben Cushman and Sarah will follow up on the public disclosure request issue noted in the CAPP.**

*Completed 3.20.2019. Issue resolved, Board of Supervisors notified electronically on 3.20.2019.*

**3. Sarah will draft an email demonstrating TCD's progress on CAPP for the Chair to send to Kirk Robinson and Allison Halpern at WSCC.**

*Completed 3.19.2019. TCD Chair signed letter submitted to WSCC electronically.*

**4. Sarah will follow up with Tom Salzer and The Aspen Group to gather information for the Board on costs and governance structure/culture training opportunities.**

*Completed 3.20.2019. Information to be presented at April 8<sup>th</sup> Board Meeting.*

**5. Sarah will follow up with WFSE and PERC to schedule a collective bargaining training for Board and staff.**

*Completed. April 12th 1:00pm – 5:00pm at Thurston CD Office.*

#### **March 12<sup>th</sup>, 2019 Action Items:**

**1. Susan will send the totals of the expenses incurred to date in the categories labeled 'must have' with expenditures anticipated after May 1, 2019 and 'should have'.**

*Completed 3.13.2019.*

**2. Supervisors will review the updated draft 2019 budget and address any questions with TCD Staff prior to April 8th Board Meeting.**

**3. Sarah Moorehead, IED will look into consent calendar models and bring some examples to the meeting (particularly Whatcom CD).**

*Completed. Information to be presented at April 8<sup>th</sup> Board Meeting.*

#### **Grant Funding**

Deliverable completion as well as fund management of existing grants remains on track for all grants. Please see note below regarding staffing capacity and hiring, to ensure that we continue to meet our deadlines on existing grant contracts.

Additional awarded grants from DOE and Thurston County remain in contracting. Draft contracts are expected to arrive at Thurston CD for review ahead of the April 30<sup>th</sup> Board meeting. These grants include funding for conservation planning, technical assistance, cost share, habitat restoration and education in geographies the District does not currently have adequate funding to serve landowners.

## Staffing Capacity and Hiring

A revised draft staffing plan has been provided to the TCD Board of Supervisors as a component to the draft 2019 Annual Budget for discussion as part of the April 8<sup>th</sup>, 2019 Board Meeting packet. It is imperative that Thurston CD move forward according to this hiring schedule, once the staffing plan is approved by the Board, to maintain appropriate capacity to complete existing grant funded deliverables on time. Delay in increasing staffing capacity could result in non-completion of grant work and/or returning grant dollars to the funder.

The recommended staffing positions for hire are as follows:

- For hire in April 2019:
  - Natural Resource Specialist (VSP, cost share, conservation planning) 1 FTE
  - Environmental Program Manager (grant writing, project management and implementation oversight) 1 FTE
- For hire in May 2019:
  - Administrative Assistant (reception, E.D. support, meeting support) 1 FTE
- For hire in June 2019:
  - Education Assistant (events, social media, workshops) .5 FTE
  - South Sound GREEN Program Assistant (water quality monitor, classroom lessons) .5 FTE
- For hire in July 2019:
  - Executive Director (District management) 1 FTE *(This item anticipated to allow for the full Board to participate in the recruitment and interview process.)*

The proposed staffing plan for consideration allows Thurston CD to continue to explore restructuring. Currently, the IED proposes a more department-focused approach, with three departments: 1.) technical, 2.) education, communications and outreach, and 3. administrative and finance. Each department has a lead staff position that is responsible for mentoring staff, tracking deliverables and funds, and carrying out direction from the Executive Director – within their assigned departments. This is a similar structure, although smaller in scale, to Pierce Conservation District that has been adapted to fit our program areas. A proposed organizational chart was provided to the Board at the February 26<sup>th</sup>, 2019 Board meeting.

## **2018 Accountability Audit (2015-2017)**

The Washington State Auditor's Office is currently wrapping up this routine accountability audit. An Audit Entrance Conference was held on March 26<sup>th</sup> with the IED, TCD Accountant and Board Auditor in attendance. At this time, no findings have been issued. Auditor's Office staff have made some helpful recommendations to TCD processes, that will be included in their final report.

## **Collective Bargaining Training**

April 12<sup>th</sup> 1:00pm – 5:00pm  
Thurston CD Office

Once TCD Supervisors established a bargaining team, there will be a 10 full day (8 hour) negotiations process beginning this summer. Dates have not been scheduled. When the employer bargaining team has been identified; the participating individuals can help to select dates appropriate for their schedules.

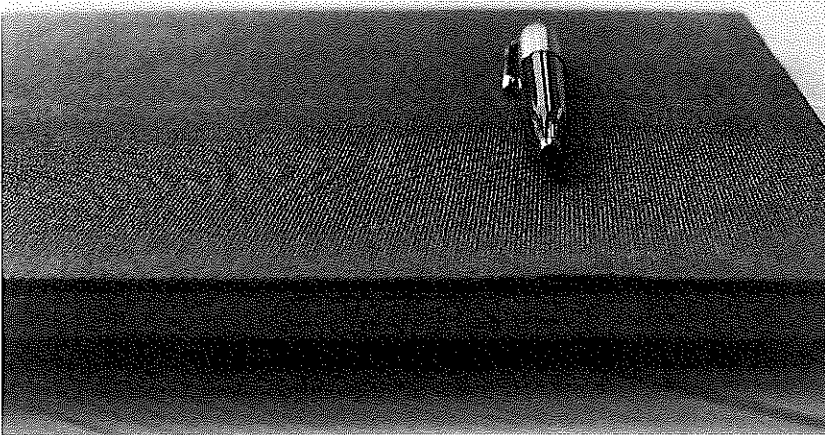
## **2019 Board Calendar**

Please see the attached updated draft 2019 Board Calendar. This is a working document that is meant to be a tool for annual planning, process development, anticipating and preparing for upcoming business and workload, and orienting potential new Supervisors to the District. Please take a look and suggest revisions.

## **Annual Plan Development**

Following the adoption of a 2019 Budget, Thurston CD will next need to adopt an Annual Plan. This annual plan is based on the goals, outcomes and natural resources priorities defined in the 5 Year Strategic Plan (2017-2022) and aligned with the funding in the approved annual budget. This plan is due to the Washington State Conservation Commission by May 21<sup>st</sup>, 2019. The IED will develop a draft 2019 Annual Plan for review by the Supervisors for the April 30<sup>th</sup>, 2019 meeting.

# BLOG



February 6, 2016

## What is a Consent Agenda for a Board Meeting?

Written by Jeremy Barlow

The terms consent agenda and consent calendar are interchangeable terms. A consent agenda is a board meeting practice that groups routine business and

reports into one agenda item. The consent agenda can be approved in one action, rather than filing motions on each item separately. Using a consent agenda can save boards anywhere from a few minutes to a half hour. A consent agenda moves routine items along quickly so that the board has time for discussing more in

## What Kinds of Items Appear on a Consent Agenda?

The types of items that appear on a consent agenda are non-controversial items or routine items that are discussed at every meeting. They can also be items that have been previously discussed at length where there is group consensus. The following items are typically found on a consent agenda:

- The meeting minutes
- The financials
- CEO report
- Program or committee reports
- Staff appointments
- Volunteer appointments
- Committee appointments
- Correspondence that requires no action
- Perfunctory items-formal approval of items that had much past discussion

A consent agenda can be an efficient tool to help boards make productive use of their meeting time when it's used appropriately. There are specific rules for using the consent agenda.

## How the Consent Agenda Works



The chair takes the lead role in utilizing a consent agenda. The chair prepares an agenda package that includes all of the items on the consent agenda. The package should be distributed to board members soon enough so that they have time to read through the documents prior to the meeting. This is a part of the overall process. The consent agenda should include:

1. The chair decides which items will be placed on the consent agenda. The consent agenda can appear as part of the normal meeting agenda or it can be attached separately to the meeting agenda.
2. The chair distributes the consent agenda and associated documents in time for board members to read and review.
3. At the beginning of the meeting, the board chair asks members if any of the consent agenda items should be moved to the regular discussion items.
4. If a member requests that an item be moved, it must be moved. Any reason is sufficient to move an item. A member can move an item to discuss the item, to query the item, or to vote against it.
5. Once the item has been moved, the chair may decide to take up the matter immediately or move it to a discussion item.
6. When there are no items to be moved or if all requested items have been moved, the chair or secretary reads out loud the remaining consent items. The chair can move to adopt the consent agenda. Hearing no objections, he can announce that the items on the consent agenda have been adopted. It's not necessary to take a vote on consent agenda items.
7. The secretary should include the full text of the resolutions, reports, and recommendations that were adopted as part of the consent agenda.

Steps to Take When a Member



## Needs Clarification on a Consent Agenda Item

Make sure that all members understand the consent agenda process to help expedite the meeting. If a member has a question about a consent agenda item, the chair should ask the member to ask the

appropriate member prior to the meeting. It's possible that other members have the same question. This should give the member being asked time to prepare an answer and distribute it to all members prior to the meeting. Consent agenda items shouldn't be pulled from the agenda just to have a question answered.

## Steps to Take When a Member Disagrees or Suggests Discussion

If a member disagrees with the consent agenda item or wants to move it to the regular agenda, the member would request that the item be pulled from the consent agenda. The chair would ask if the members are in favor of approving the consent agenda minus the pulled item, pause for objections, and then adopt the consent agenda as noted in step #6, above.

### Sample of Consent Agenda

1. Welcome/Introductions
2. Consent Agenda
  1. Board meeting minutes
  2. Executive Director report
  3. Marketing committee report
  4. Approve insurance renewal

3. Old Business





## Misuse of Consent Agenda

Problems in using a consent agenda occur when members approve consent agendas without first reviewing documents. The result is that consent items can be hastily approved and result in a cover-up. For ex

overspending or wrong spending can occur without appropriate oversight. Remember that consent agenda items are routine and non-controversial, but even routine items should be reviewed by the entire board. A diligent, well-rounded board holds each other accountable.

A consent agenda is an effective and efficient tool when used appropriately. It can save precious meeting time so the members can attend to other matters. Transparency and accountability are key parts of using a consent agenda. All board members have a responsibility for making sure that consent agenda items are distributed in enough time to review them prior to the meeting. Each board member also has a responsibility to read and review consent agenda items and address any concerns prior to the meeting.

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**Jeremy Barlow**





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- The election will be on Tuesday, March 26, 2019
- Polls will be open from 9:00 am to 6:00 pm
- Board selected Dawn Bekenyi as Election Supervisor
- Additionally, the District will have a mail-in election with ballot distribution by request only. Voters can request ballots in-person or by using the Whatcom Conservation District's ballot request form on our election page ([www.whatcomcd.org/board-elections](http://www.whatcomcd.org/board-elections)). Return mail-in ballots by mail, in-person or at the drop box located at the front of the building at the WCD Office. Ballots will be mailed out after the Absentee Ballot (mail-in) Request Deadline and not available for pick up.
- Candidate filing deadline is January 11, 2019 at 4:00 pm
- The last day to request an absentee (mail-in) ballot is February 8, 2019 at 4:00 pm
- The District chose to publish all further election notices on-line only on the District's website.

Suzzi Snyder seconded the motion. The motion passed.

## VI. Consent Agenda.

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

**Suzzi Snyder moved to approve the consent agenda: minutes of the October 18, 2018 Board meeting as mailed, the financial report and authorize payment of District invoices and incurred expenses (below), as listed in the Accounts Payable Report. The Board further authorizes the payment of District expenses incurred subject to their review and approval at the next Board meeting. Theresa Sygitowicz seconded the motion. The motion passed.**

The following voucher/warrants are approved for payment:

October 2018 - balance					
Payroll (direct deposit & tax EFTs)				totaling	54,345.08
Voucher (check) numbers	26295	through	26302	totaling	11,376.00
Employee Retirement check numbers	26303	through	26307	totaling	2,117.01
November 2018					
Payroll (direct deposit & tax EFT)				totaling	40,462.87
Employee Retirement check numbers:	26308	through	26311	totaling	1,963.91
Voucher (check) numbers	26312	through	26363	totaling	96,323.75

## VII. Presentations.

### A. Overview of PDR Program and RCPP Funding.

Chris Elder, Whatcom County Public Works, is the technical staff for Whatcom County's Purchase of Development Rights (PDR) and Regional Conservation Partnership Program (RCPP) programs. He shared his background in farming. Chris gave an overview of each program, how they work, and the number of participants in Whatcom County. He answered questions from the Board and explained how the Whatcom Conservation District is involved with the farm planning aspect of the programs. The purpose of the programs is to keep farmland in farming in Whatcom County.

