

Thurston Conservation District Board of Supervisors
 Regular Meeting & Work Session Agenda - Final Draft
 May 30th, 2019 (2:00pm - 5:00pm)
 Work Session begins at 12:00pm
 2918 Ferguson St SW, Suite A, Tumwater, WA 98512, 360.754.3588



No.	Item	Time Allotted	Tab #	Plan
Work Session: 12:00pm – 2:00pm				
1.	Review May Board Meeting Materials, All	120 minutes	1	A/S: 92
	A. Discussion on Monthly Financial Report Format			A/S: 88
	B. April 30th Meeting Minutes			
	C. 2019 Annual Plan			
	D. Monthly Board Reports & Staff Presentations			
	E. Governance Review Timeline			
	F. Policy Development			
	G. Items for Consent Agenda			

Work Session Time Allotment: 120 minutes (2 hr)

Monthly Meeting: 2:00pm – 5:00pm

1.	Welcome, Introductions, Audio Recording Announcement	2:00 PM 5 minutes		
2.	Agenda Review	2:05 PM 5 minutes		
3.	Consent Agenda	2:10 PM 5 minutes		
	A. April Check Register & Financial Report - Action Item			
4.	Public Comment	2:15 PM 15 minutes		
	*Three minutes per person			
5.	Partner Reports	2:30 PM 15 minutes	2	
	A. Washington State Conservation Commission (WSCC), <i>Alison Halpern</i>			
	B. Natural Resources Conservation Service (NRCS), <i>Jeff Swotek</i>			
	C. Washington Association of Conservation Districts (WACD), <i>Doug Rushton</i>			
	D. National Association of Conservation Districts (NACD), <i>Doug Rushton</i>			
6.	Financial Report, Susan Shelton	2:45 PM 15 minutes	3	A/S: 92
	A. Monthly Financial Report			
	B. Rates and Charges Renewal Update, <i>Sarah Moorehead</i>			
7.	2019 Annual Plan, All - Action Item	3:00 PM 10 minutes	4	A/S: 92
8.	Board Officer Elections, All - Action Item	3:10 PM 10 minutes	5	
9.	Governance, All	3:20 PM 30 minutes	6	
	A. 2019 CAPP Review			
	B. Collective Bargaining and Contract Negotiations			
	i. Employer Bargaining Team Addition - Action Item			
	C. Policy Review and Revision			
	i. Supervisor Preparation Policy			
	ii. Remote Participation Policy			
	iii. District Mobile Phone Policy			
	D. Governance Review Timeline			

E. Regular Monthly Meeting Date and Time - **Action Item**

F. Reschedule June 26th Board Meeting - **Action Item**

G. Review of Draft Executive Director Job Description

- | | | | |
|-----|---|------------------------------|---|
| 10. | Executive Session: Performance evaluation discussion of Interim Executive Director.
<i>RCW 42.30.110 To review the performance of a public employee.</i> | 3:50 PM
10 minutes | |
| 11. | Executive Session Report Out - Action Item | 4:00 PM
5 minutes | |
| 12. | Executive Session: To discuss pending litigation with legal counsel.
<i>RCW 42.30.110 (j) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.</i> | 4:05 PM
30 minutes | |
| 13. | Executive Session Report Out - Action Item | 4:35 PM
5 minutes | |
| 14. | Other Reports
A. Board of Supervisor Reports
B. Interim Executive Director Report
C. Correspondence | 4:40 PM
10 minutes | 7 |
| | Adjourn | 4:50 PM | |

Meeting Time Allotment: 170 minutes (2.8 hrs)

Total Time Allotment: 290 minutes (4.8 hrs)

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

Important Dates

May

15th - WSCC Meeting
Election & Appointment Certification

Spokane, WA

30th - Thurston CD Board Meeting

Thurston CD Office

31st - State Auditor Reports Due (Staff)

June

3rd - Budget & Finance 101 Board Work Session

Thurston CD Office

5th - Board Governance Presentation by Tom Salzer

Thurston CD Office

10th - 12th WADE Conference

Leavenworth, WA

26th - WACD Board Meeting

Bow, WA (WACD PMC)

July

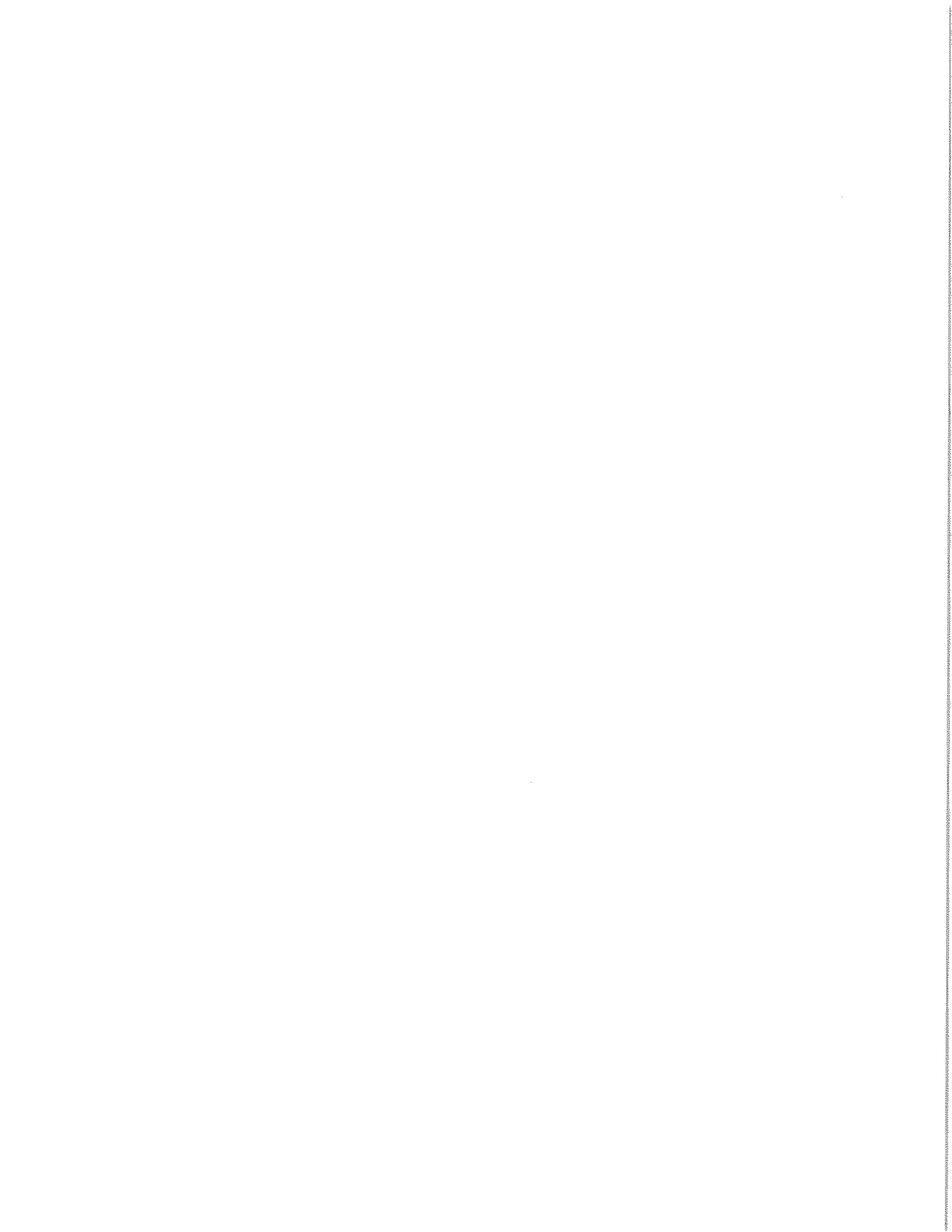
17th - WSCC Meeting

Moses Lake, WA

1

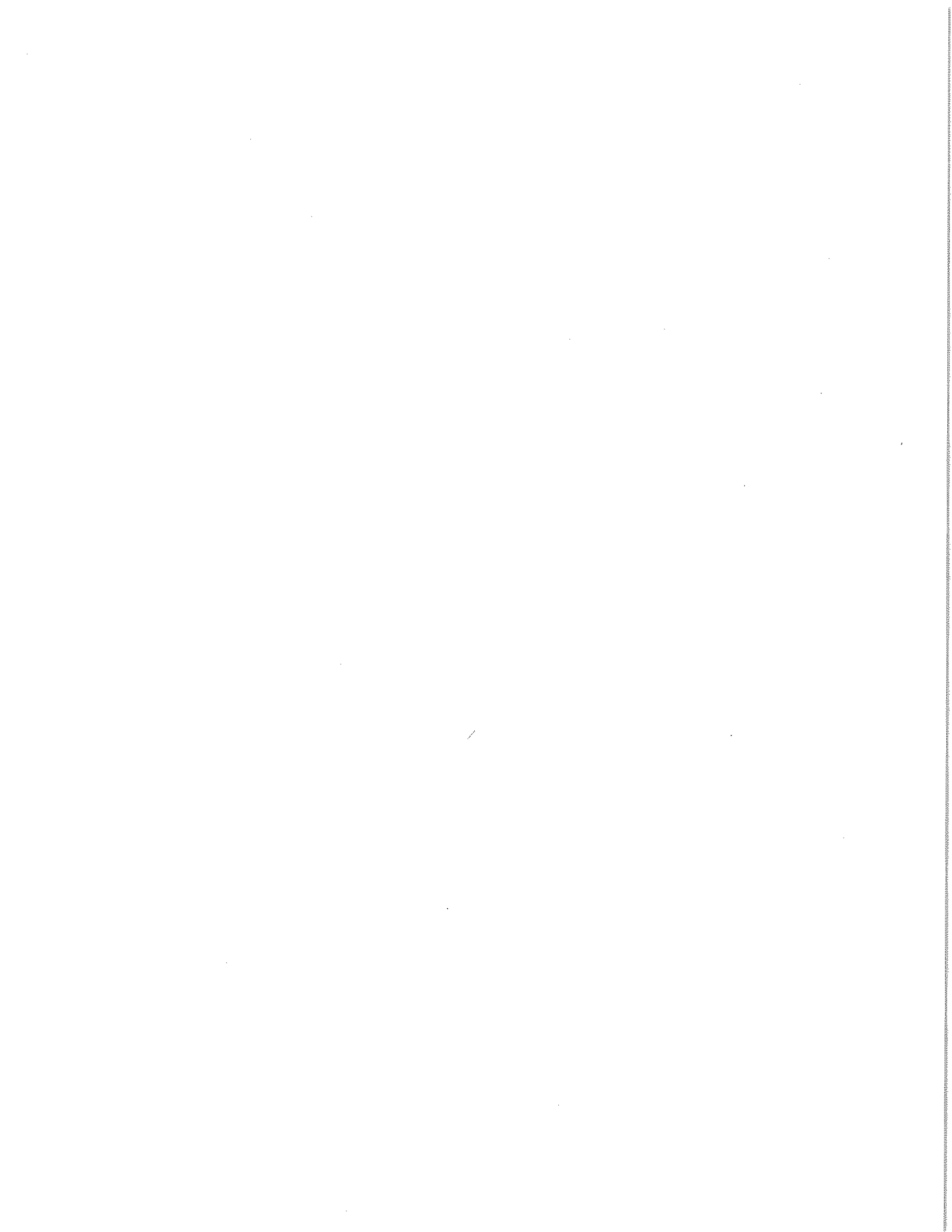
**Thurston Conservation District
Proposed Monthly Board Financial Report**

- Districtwide Profit and Loss for the Year
- Districtwide Profit and Loss for the Month
- Districtwide Profit and Loss for the Month Compared to Previous Year
- Balance Sheet for the Year
- Unrestricted Budget vs Actual for the Year
- Restricted Budget vs Actual for the Year
- List of Payments for the Month



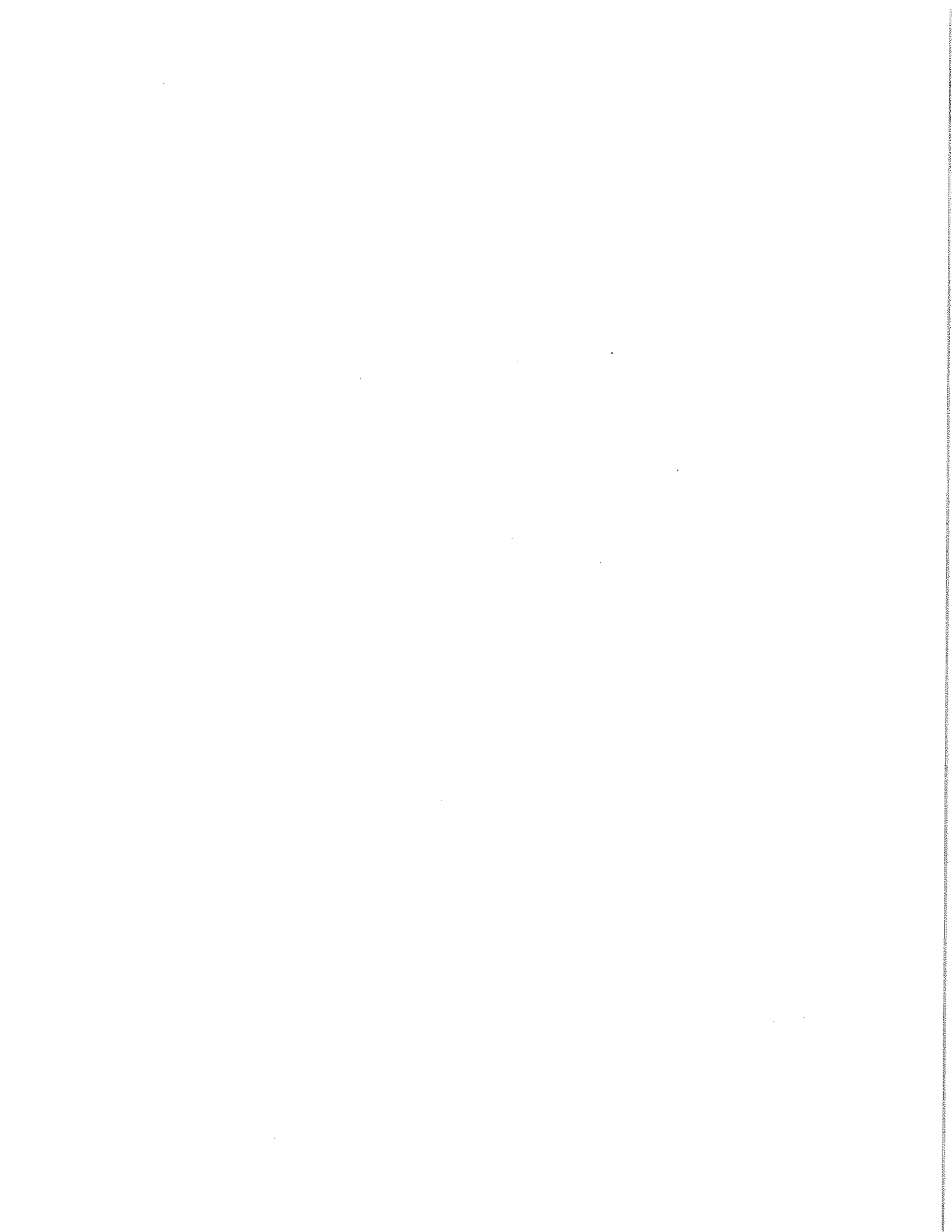
Thurston Conservation District
Profit & Loss
 January through April 2019

	Jan - Apr 19
Ordinary Income/Expense	
Income	
3431100 · Retail Sales	
3411140 · TCD Equipment Rentals	32.14
3431130 · Soil Testing	2,311.36
3431120 · Rental Income	316.99
	2,660.49
Total 3431100 · Retail Sales	2,660.49
3611100 · Interest Income	9.34
3300000 · Grant Revenue	100,380.98
3685201 · Rates and Charges	42,258.53
3670000 · Contributions Private	2,500.00
	147,809.34
Total Income	147,809.34
Gross Profit	147,809.34
Expense	
5966699 · Vehicle Allocation	0.00
5314999 · Overhead Allocation	0.00
5531010 · Salaries & Benefits	125,581.54
Stipends	1,000.00
5314101 · Legal Services	21,190.00
5314102 · Audit & Accounting	4,872.65
5314103 · Computer Services	2,700.00
5314106 · PDR Expense	99.00
5314100 · Professional Services	6,192.27
5314400 · Advertising	690.89
5314117 · Soil Testing	1,284.20
5314104 · Janitorial Services	900.00
5314501 · Office Rent	15,800.00
5314700 · Utilities	2,813.75
5314503 · Equipment Leases	980.88
5314200 · Communications	1,455.27
5313102 · Photocopier Usage	817.77
5313101 · Office Supplies	921.52
5314202 · Postage & Shipping	2,901.23
5313401 · Plants for Resale	-1,225.50
Project Expenses	
5314901 · Meeting & Event Supplies	463.81
5313103 · Project Supplies	1,847.28
5314116 · Project Equipment	1,345.83
5314113 · Teacher Substitute Stipends	4,542.04
5314112 · Bus Transportation	3,419.66
5314502 · Site Rental	409.00
	12,027.62
Total Project Expenses	12,027.62
5314902 · Dues and Subscriptions	285.00
5314203 · Printing Services	3,412.22
5314302 · Staff - Conference & Training	665.00
5314300 · Staff - Travel	691.45
5314108 · Construction & Landscaping	2,097.02
5314110 · Bank Fees & Interest Charges	704.96
5314600 · Liability Insurance Premiums	4,697.00
5314111 · Late Fees & Penalties	180.00
5314998 · Sponsor Match Allocation	0.00
66900 · Reconciliation Discrepancies	0.95
	213,736.69
Total Expense	213,736.69



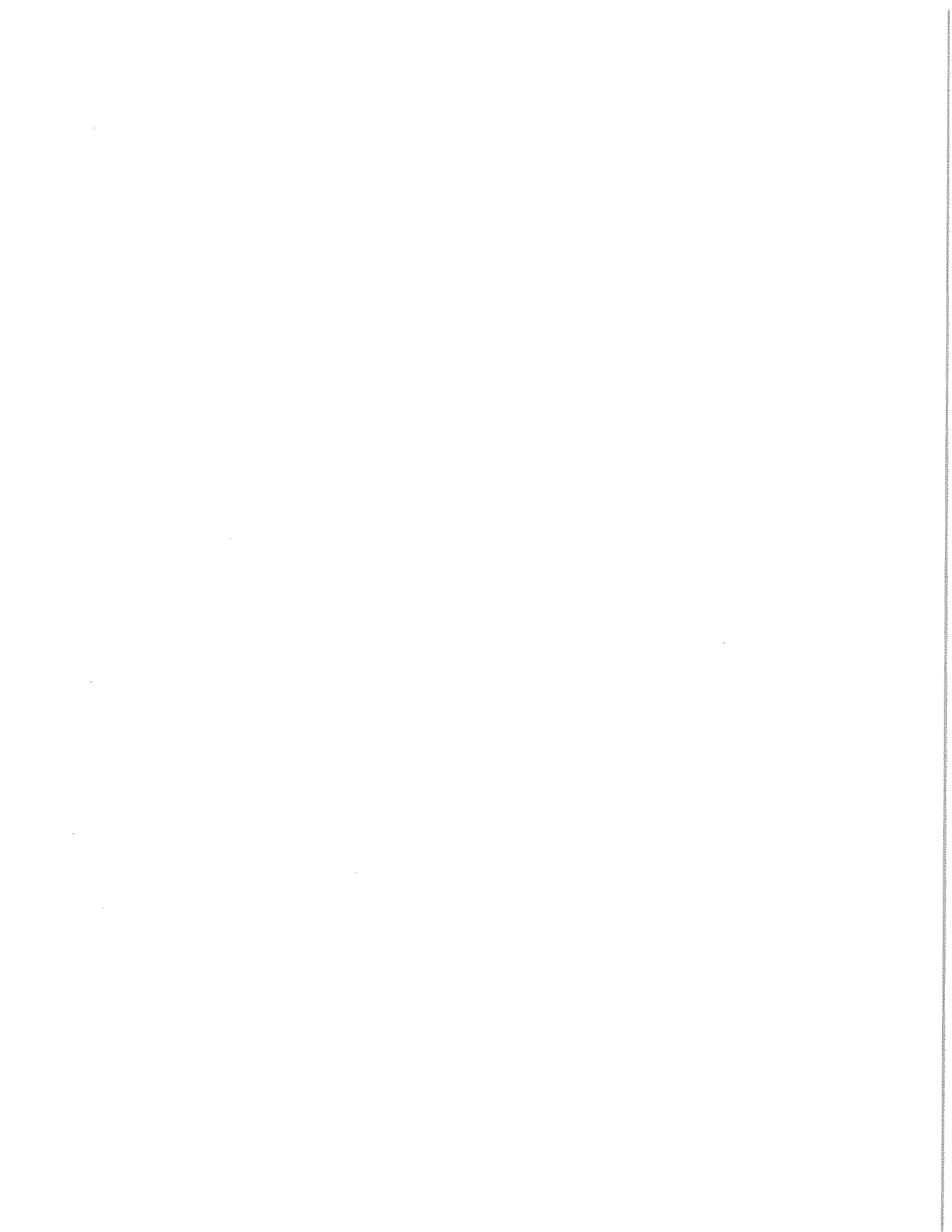
Thurston Conservation District
Profit & Loss
January through April 2019

	<u>Jan - Apr 19</u>
Net Ordinary Income	<u>-65,927.35</u>
Net Income	<u><u>-65,927.35</u></u>



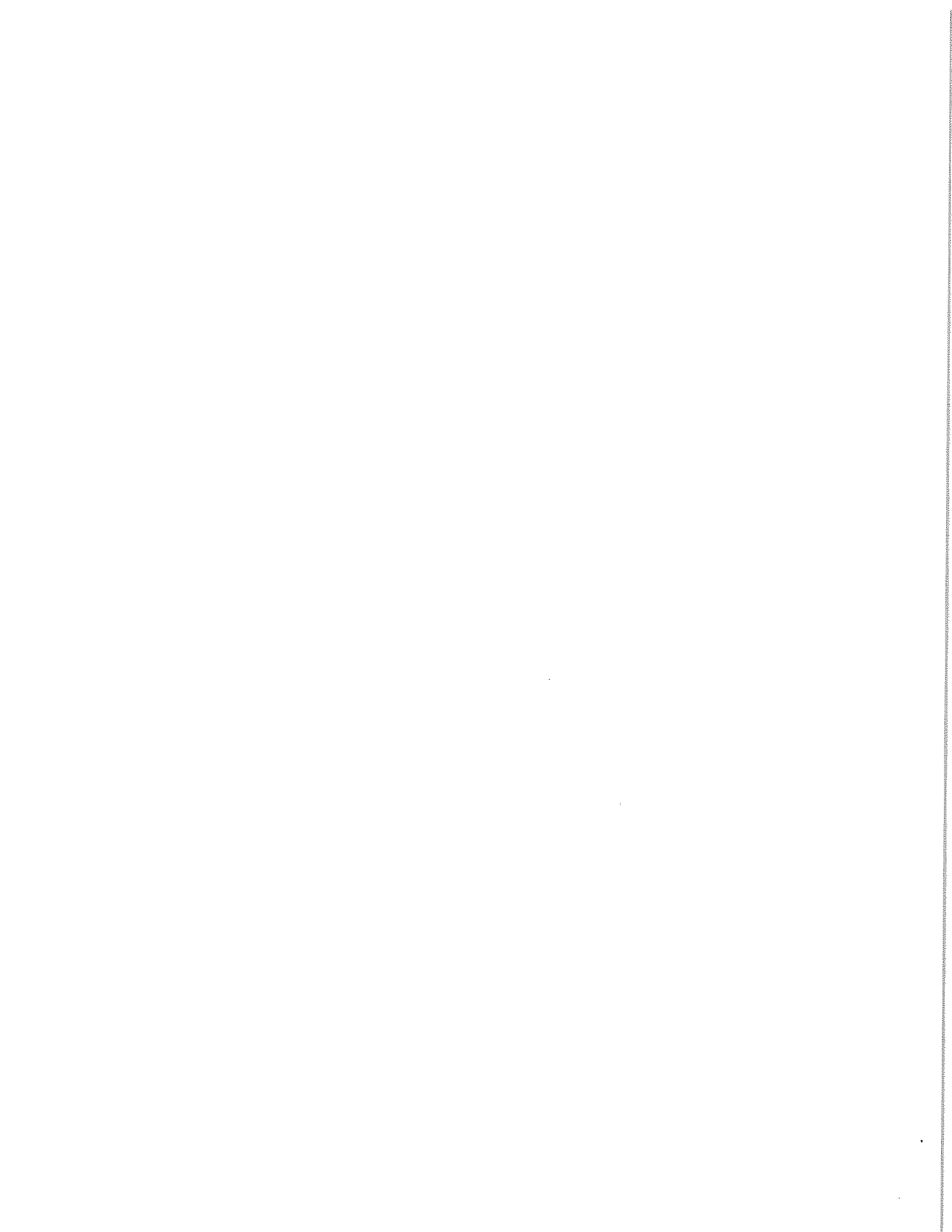
Thurston Conservation District
Profit & Loss
 April 2019

	Apr 19
Ordinary Income/Expense	
Income	
3431100 · Retail Sales	
3431130 · Soil Testing	486.70
3431120 · Rental Income	65.94
Total 3431100 · Retail Sales	552.64
3611100 · Interest Income	0.09
3300000 · Grant Revenue	20,124.30
3685201 · Rates and Charges	23,772.30
Total Income	44,449.33
Gross Profit	44,449.33
Expense	
5966699 · Vehicle Allocation	0.00
5314999 · Overhead Allocation	0.00
5531010 · Salaries & Benefits	28,995.01
5314102 · Audit & Accounting	3,107.70
5314103 · Computer Services	642.00
5314100 · Professional Services	1,390.38
5314117 · Soil Testing	749.00
5314104 · Janitorial Services	225.00
5314501 · Office Rent	3,950.00
5314700 · Utilities	879.96
5314503 · Equipment Leases	305.99
5314200 · Communications	364.11
5313102 · Photocopier Usage	201.82
5313101 · Office Supplies	49.96
5314202 · Postage & Shipping	143.50
5313401 · Plants for Resale	-1,225.50
Project Expenses	
5314901 · Meeting & Event Supplies	104.10
5313103 · Project Supplies	131.30
5314116 · Project Equipment	1,345.83
5314113 · Teacher Substitute Stipends	3,371.12
5314112 · Bus Transportation	1,210.71
5314502 · Site Rental	259.00
Total Project Expenses	6,422.06
5314902 · Dues and Subscriptions	135.00
5314302 · Staff - Conference & Training	300.00
5314300 · Staff - Travel	170.99
5314108 · Construction & Landscaping	1,530.00
5314110 · Bank Fees & Interest Charges	195.72
5314600 · Liability Insurance Premiums	1,174.25
5314111 · Late Fees & Penalties	75.00
Total Expense	49,781.95
Net Ordinary Income	-5,332.62
Net Income	-5,332.62



Thurston Conservation District
Profit & Loss Prev Year Comparison
April 2019

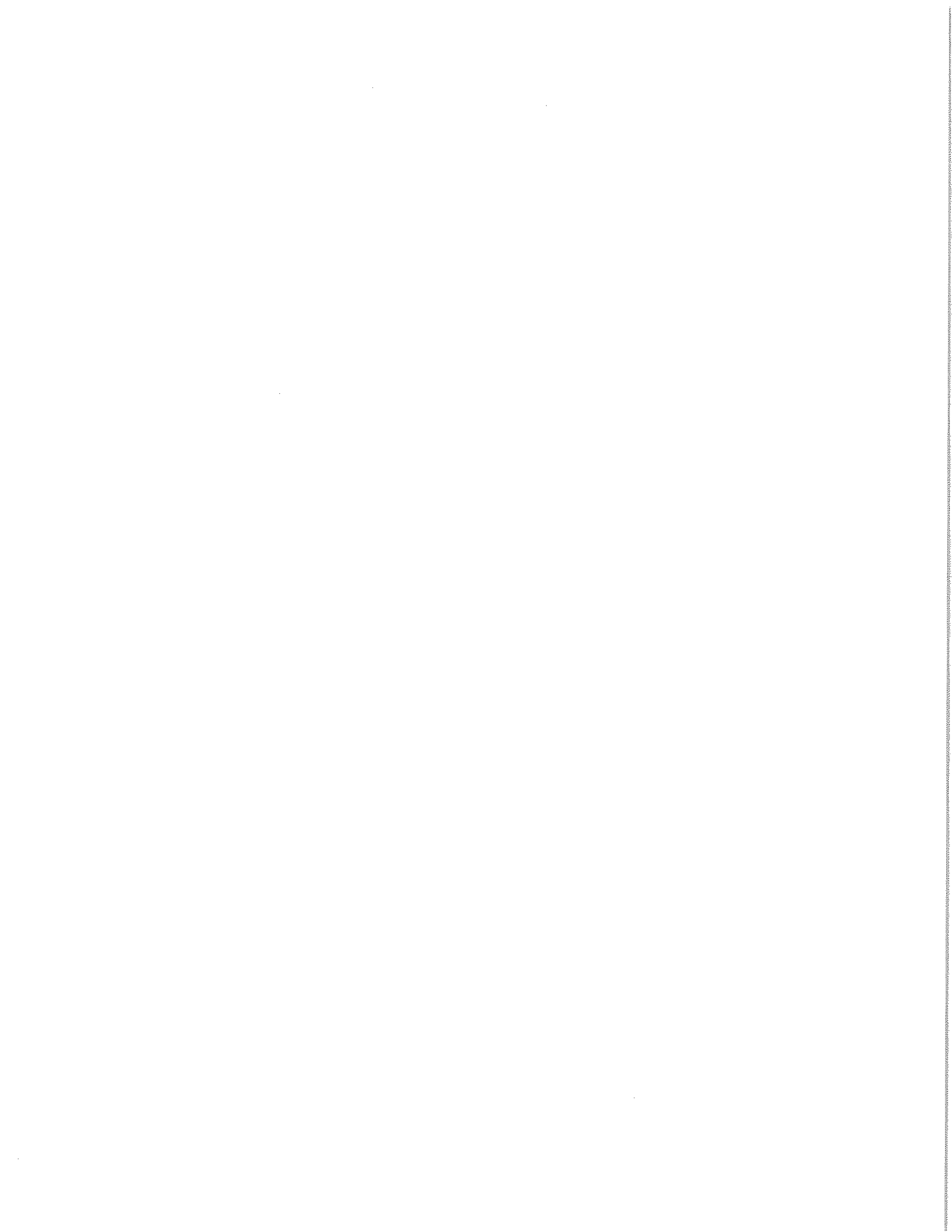
	Apr 19	Apr 18	\$ Change	% Change
Ordinary Income/Expense				
Income				
3431100 · Retail Sales				
3411140 · TCD Equipment Rentals	0.00	392.84	-392.84	-100.0%
3431130 · Soil Testing	486.70	431.61	55.09	12.8%
3431120 · Rental Income	65.94	110.35	-44.41	-40.2%
Total 3431100 · Retail Sales	552.64	934.80	-382.16	-40.9%
3611100 · Interest Income	0.09	18.93	-18.84	-99.5%
3300000 · Grant Revenue	20,124.30	33,468.12	-13,343.82	-39.9%
3685200 · County Assessment	0.00	1,543.20	-1,543.20	-100.0%
3685201 · Rates and Charges	23,772.30	0.00	23,772.30	100.0%
3670000 · Contributions Private	0.00	50.00	-50.00	-100.0%
Total Income	44,449.33	36,015.05	8,434.28	23.4%
Gross Profit	44,449.33	36,015.05	8,434.28	23.4%
Expense				
5966699 · Vehicle Allocation	0.00	0.00	0.00	0.0%
5314999 · Overhead Allocation	0.00	0.00	0.00	0.0%
5531010 · Salaries & Benefits	28,995.01	51,298.61	-22,303.60	-43.5%
5314102 · Audit & Accounting	3,107.70	1,620.00	1,487.70	91.8%
5314103 · Computer Services	642.00	997.00	-355.00	-35.6%
5314100 · Professional Services	1,390.38	8,303.03	-6,912.65	-83.3%
5314400 · Advertising	0.00	1,354.77	-1,354.77	-100.0%
5314117 · Soil Testing	749.00	1,021.80	-272.80	-26.7%
5314104 · Janitorial Services	225.00	480.00	-255.00	-53.1%
5314501 · Office Rent	3,950.00	0.00	3,950.00	100.0%
5314700 · Utilities	879.96	1,382.68	-502.72	-36.4%
5314503 · Equipment Leases	305.99	184.67	121.32	65.7%
5314504 · Vehicle Leases	0.00	553.00	-553.00	-100.0%
5314200 · Communications	364.11	741.52	-377.41	-50.9%
5313102 · Photocopier Usage	201.82	931.38	-729.56	-78.3%
5354800 · Repairs & Maintenance	0.00	25.00	-25.00	-100.0%
5313101 · Office Supplies	49.96	116.99	-67.03	-57.3%
5314202 · Postage & Shipping	143.50	111.29	32.21	28.9%
5313401 · Plants for Resale	-1,225.50	0.00	-1,225.50	-100.0%
Project Expenses				
5314901 · Meeting & Event Supplies	104.10	434.75	-330.65	-76.1%
5313103 · Project Supplies	131.30	3,042.11	-2,910.81	-95.7%
5314116 · Project Equipment	1,345.83	0.00	1,345.83	100.0%
5314113 · Teacher Substitute Stipends	3,371.12	840.17	2,530.95	301.2%
5314112 · Bus Transportation	1,210.71	539.20	671.51	124.5%
5314502 · Site Rental	259.00	146.45	112.55	76.9%
Total Project Expenses	6,422.06	5,002.68	1,419.38	28.4%
5314902 · Dues and Subscriptions	135.00	775.00	-640.00	-82.6%
5314307 · Licenses and Permits	0.00	22.99	-22.99	-100.0%
5314302 · Staff - Conference & Training	300.00	1,560.00	-1,260.00	-80.8%
5314300 · Staff - Travel	170.99	312.36	-141.37	-45.3%
5314108 · Construction & Landscaping	1,530.00	19,563.93	-18,033.93	-92.2%
5314110 · Bank Fees & Interest Charges	195.72	181.84	13.88	7.6%
5314600 · Liability Insurance Premiums	1,174.25	1,419.25	-245.00	-17.3%
5314111 · Late Fees & Penalties	75.00	600.59	-525.59	-87.5%
Total Expense	49,781.95	98,560.38	-48,778.43	-49.5%
Net Ordinary Income	-5,332.62	-62,545.33	57,212.71	91.5%



3:30 PM
05/23/19
Accrual Basis

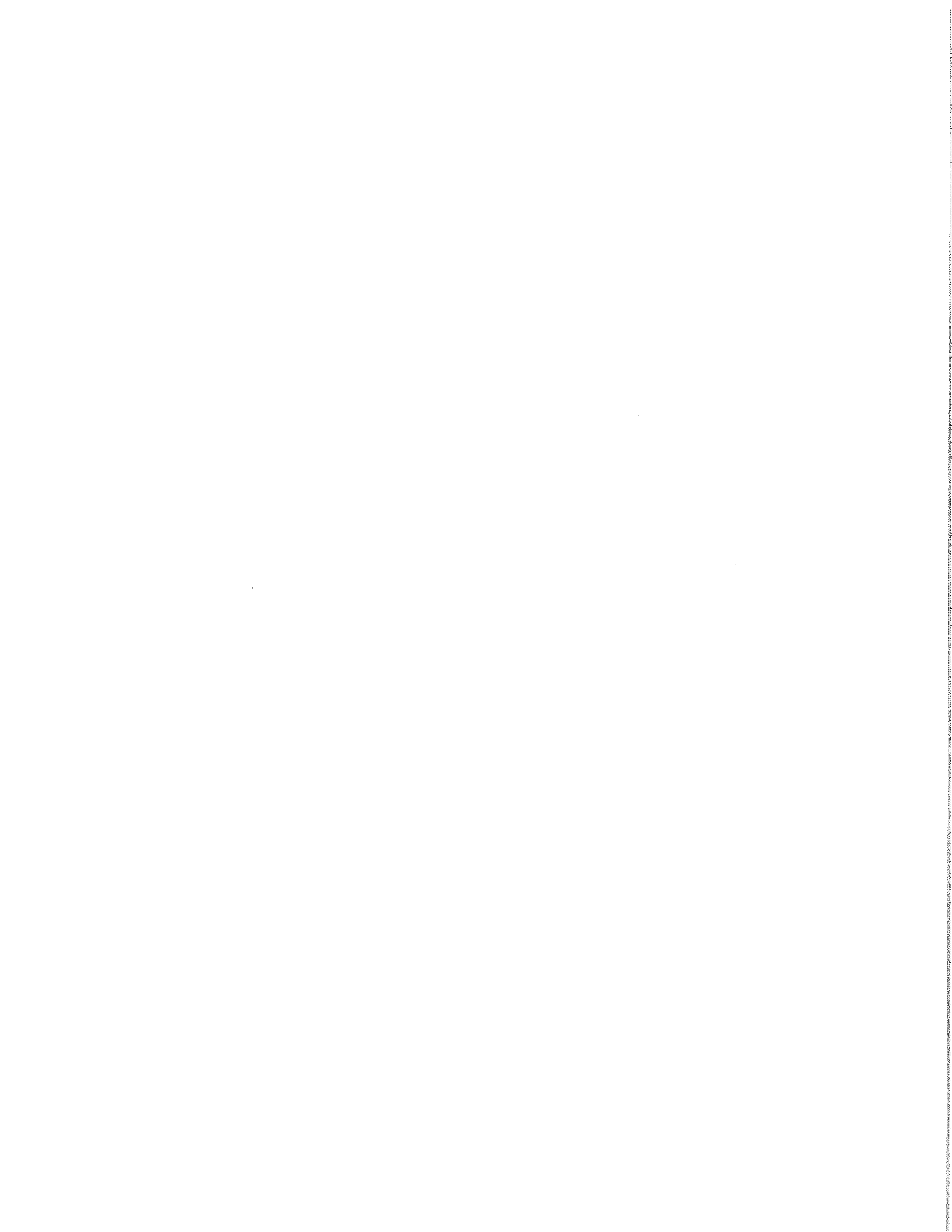
Thurston Conservation District
Profit & Loss Prev Year Comparison
April 2019

	<u>Apr 19</u>	<u>Apr 18</u>	<u>\$ Change</u>	<u>% Change</u>
Net Income	<u>-5,332.62</u>	<u>-62,545.33</u>	<u>57,212.71</u>	<u>91.5%</u>



Thurston Conservation District
Balance Sheet
As of April 30, 2019

	<u>Apr 30, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
3088010 Checking Accounts	13,333.14
3088020 Savings Accounts	10,776.10
3088030 Counter Cash	280.00
Total Checking/Savings	<u>24,389.24</u>
Accounts Receivable	54,107.22
Other Current Assets	<u>12,735.86</u>
Total Current Assets	<u>91,232.32</u>
TOTAL ASSETS	<u><u>91,232.32</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	22,302.69
Credit Cards	17,957.11
Other Current Liabilities	<u>56,527.72</u>
Total Current Liabilities	96,787.52
Long Term Liabilities	<u>60,741.35</u>
Total Liabilities	157,528.87
Equity	<u>-66,296.55</u>
TOTAL LIABILITIES & EQUITY	<u><u>91,232.32</u></u>



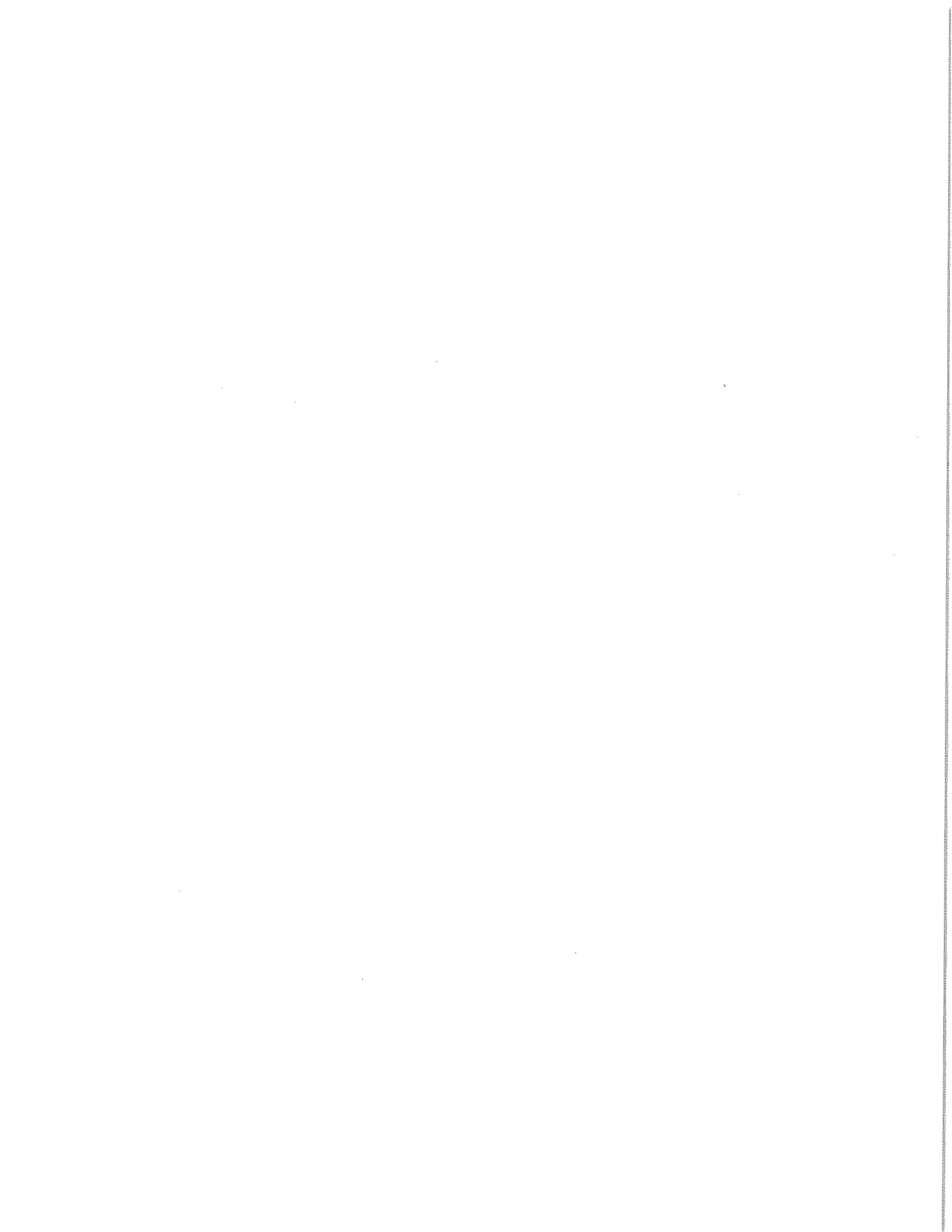
Thurston Conservation District
Unrestricted: Budget vs. Actual
 January through April 2019

9:57 AM
 05/23/2019
 Accrual Basis

April: 33.33%

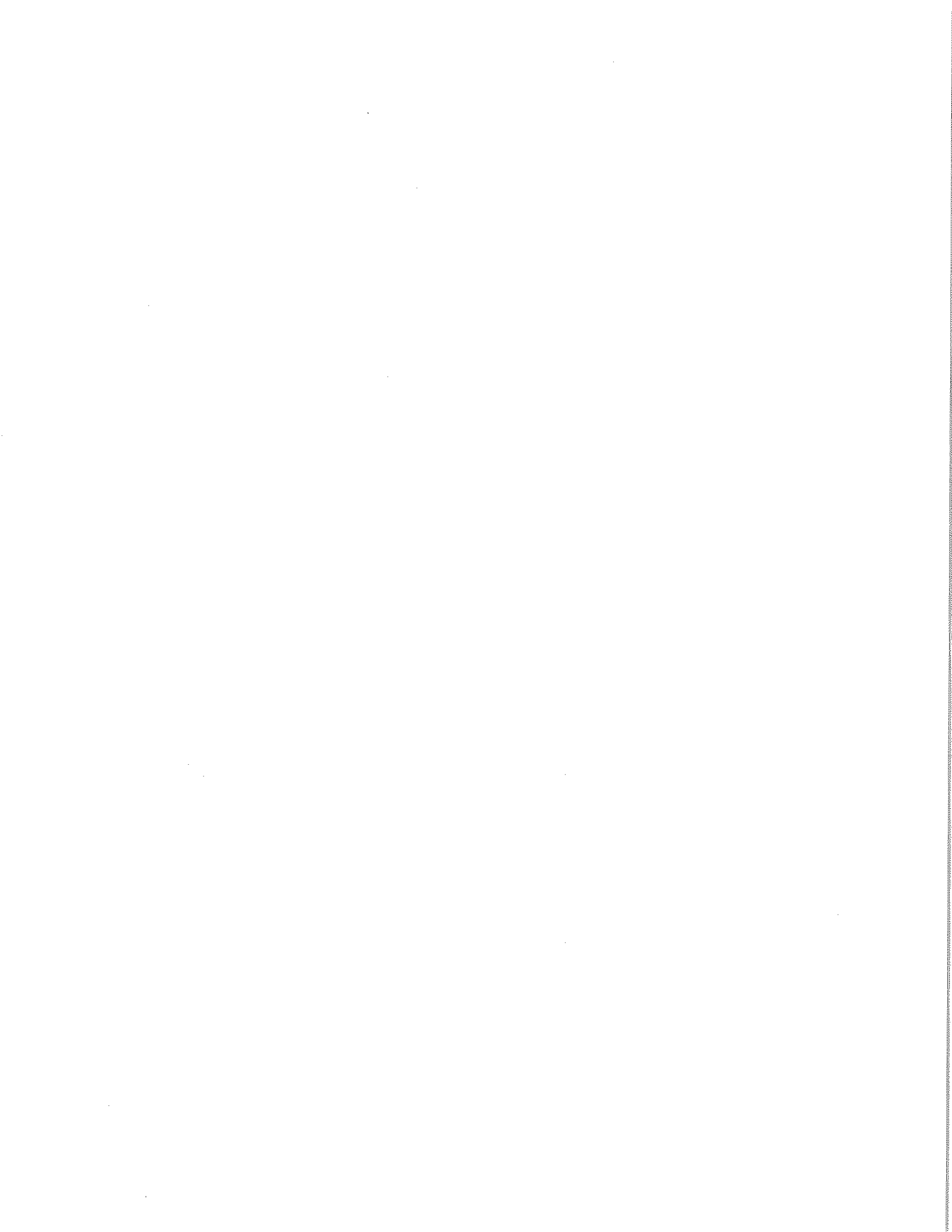
	TOTAL			
	Jan - Apr 19	Budget	\$ Over Budget	% of Budget
Income				
3431100 · Retail Sales				
3411140 · TCD Equipment Rentals	32.14	978.00	-945.86	3.29%
3431130 · Soil Testing	2,265.45	1,862.00	403.45	121.67%
3431120 · Rental Income	316.99	791.00	-474.01	40.07%
3611100 · Interest Income	9.34	251.00	-241.66	3.72%
3300000 · Grant Revenue	0.00	90,000.00	-90,000.00	0.0%
3685201 · Rates and Charges	42,258.53	551,475.00	-509,216.47	7.66%
5314999 · Overhead Allocation	11,175.52	28,136.00	-16,960.48	39.72%
5966699 · Vehicle Allocation	1,273.68	6,595.00	-5,321.32	19.31%
3670000 · Contributions Private	2,500.00	0.00	2,500.00	100.0%
Total Income	59,831.65	680,088.00	-620,256.35	8.8%
Expense				
5531010 · Salaries & Benefits	41,832.27	191,017.00	-149,184.73	21.9%
5531010 · Salaries & Benefits - District Services	4,042.08	10,634.00	-6,591.92	38.01%
5314101 · Legal Services	21,190.00	34,000.00	-12,810.00	62.32%
5314102 · Audit & Accounting	4,872.65	16,824.00	-11,951.35	28.96%
5314103 · Computer Services	2,700.00	10,204.00	-7,504.00	26.46%
5314106 · PDR Expense	99.00	5,000.00	-4,901.00	1.98%
5314100 · Professional Services	808.00	15,640.00	-14,832.00	5.17%
5355001 · Election Expense	0.00	35,000.00	-35,000.00	0.0%
5314400 · Advertising	540.89	2,436.00	-1,895.11	22.2%
5314117 · Soil Testing	1,284.20	3,000.00	-1,715.80	42.81%
Governance Training/Study	0.00	10,000.00	-10,000.00	0.0%
Hiring Costs	0.00	20,645.00	-20,645.00	0.0%
5314104 · Janitorial Services	900.00	3,784.00	-2,884.00	23.78%
5314501 · Office Rent	15,800.00	47,400.00	-31,600.00	33.33%
5314700 · Utilities	2,813.75	7,749.00	-4,935.25	36.31%
5314503 · Equipment Leases	980.88	2,699.00	-1,718.12	36.34%
5314504 · Vehicle Leases	0.00	5,221.00	-5,221.00	0.0%
5966402 · Computer Purchase	0.00	5,000.00	-5,000.00	0.0%
5314200 · Communications	1,455.27	7,385.00	-5,929.73	19.71%
5313102 · Photocopier Usage	817.77	4,059.00	-3,241.23	20.15%
5354800 · Repairs & Maintenance	0.00	5,159.00	-5,159.00	0.0%
5314502 · Site Rental	0.00	500.00	-500.00	0.0%
5313101 · Office Supplies	592.76	12,454.00	-11,861.24	4.76%
5314202 · Postage & Shipping	294.09	3,635.00	-3,340.91	8.09%
5313401 · Plants for Resale	-1,225.50	2,971.00	-4,196.50	-41.25%
5314901 · Meeting & Event Supplies	88.26	2,532.00	-2,443.74	3.49%

7



April: 33.33%

	TOTAL			
	Jan - Apr 19	Budget	\$ Over Budget	% of Budget
5313103 · Project Supplies	26.22	8,578.00	-8,551.78	0.31%
5314902 · Dues and Subscriptions	285.00	6,136.00	-5,851.00	4.64%
Board Meeting Snacks	0.00	400.00	-400.00	0.0%
5314302 · Staff - Conference & Training	0.00	5,500.00	-5,500.00	0.0%
5314306 · Board - Conference & Training	0.00	2,500.00	-2,500.00	0.0%
5314300 · Staff - Travel	366.02	5,500.00	-5,133.98	6.65%
5314301 · Board Travel	0.00	5,000.00	-5,000.00	0.0%
5314110 · Bank Fees & Interest Charges	704.96	975.00	-270.04	72.3%
5314600 · Liability Insurance Premiums	4,697.00	14,091.00	-9,394.00	33.33%
5314111 · Late Fees & Penalties	180.00	500.00	-320.00	36.0%
Reserve Fund	0.00	42,795.00	-42,795.00	0.0%
Outstanding Debt	0.00	27,000.00	-27,000.00	0.0%
Total Expense	106,145.57	583,923.00	-477,777.43	18.18%



Thurston Conservation District
 Restricted Budgets vs Actuals

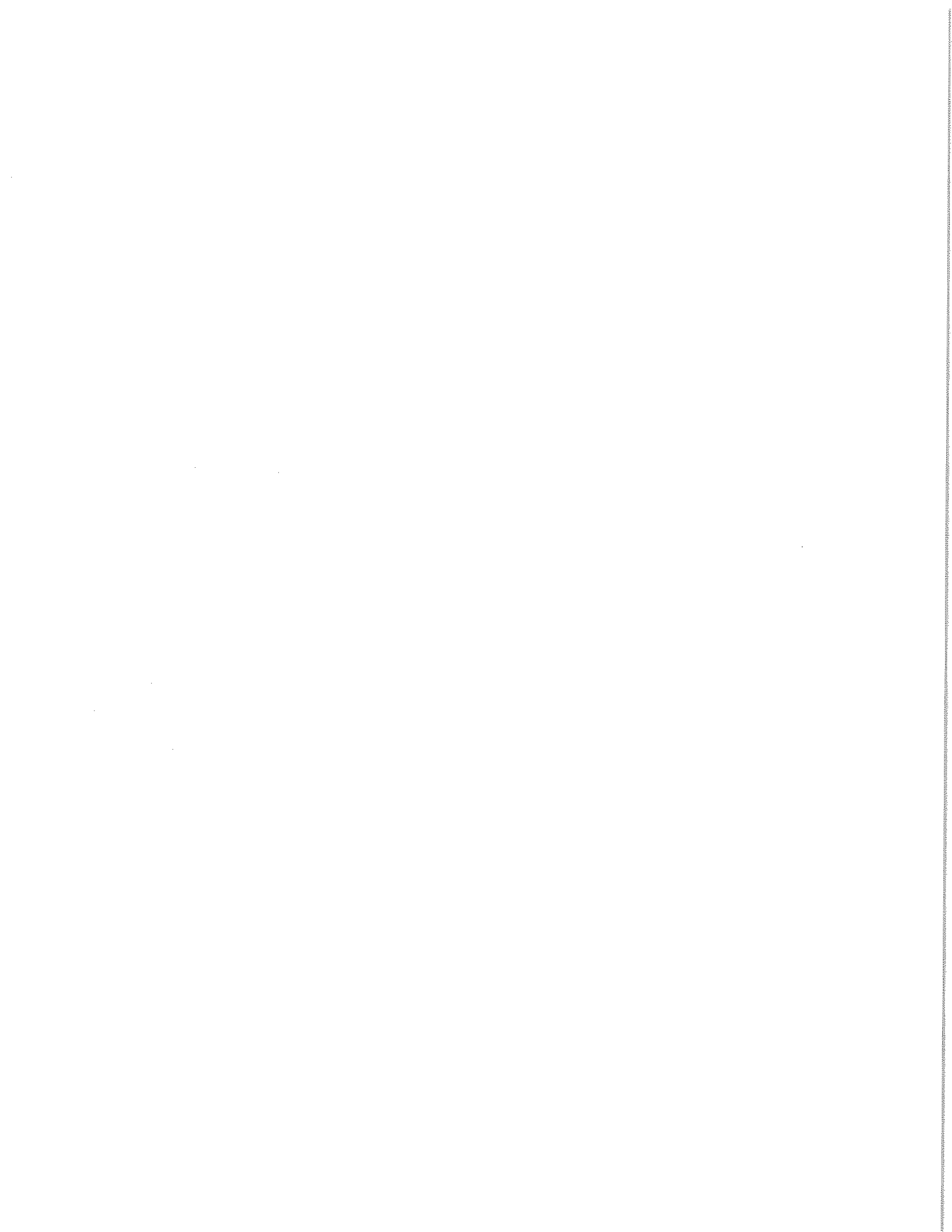
April 2019

Suspended Grants

Account Number	Grant Number	Grant Period		Total Grant Amount	2019 Budget	2019 Actual	Remaining Budget	% of Total Time	% of Total Budget
R030	16-1406	1-Mar-17	31-Dec-20	110,500.00	15,908.00	430.97	15,477.03	56.52%	85.99%
		Not Yet Finalized		247,511.00	60,860.00	0.00	60,860.00		
W050	18-13-FL	1-Mar-18	30-Jun-19	132,400.00	68,573.00	15,727.37	52,845.63	87.50%	60.09%
		1-Jul-17	30-Jun-19	68,247.00	37,095.00	9,727.59	27,367.41	91.67%	59.90%
		1-Jul-17	30-Jun-19	29,167.00	12,033.00	0.00	12,033.00	91.67%	58.74%
		1-Jul-17	30-Jun-19	27,654.00	89.00	0.00	89.00	91.67%	99.68%

Account Number	Grant Number	Grant Period		Total Grant Amount	2019 Budget	2019 Actual	Remaining Budget	% of Total Time	% of Total Budget
M065	16-49-TS	21-Jun-17	15-Aug-20	29,986.34	22,981.00	12,645.59	10,335.41	60.53%	65.54%
		1-Jan-18	30-Jun-19	92,460.00	80,938.00	29,441.74	51,496.26	88.89%	44.30%
M400		Not Yet Finalized		41,000.00	41,000.00	0.00	41,000.00		
M061		2/1/2019	3/31/2019	589.70	589.70	589.70	0.00	1000.00%	100.00%
TCD VSP		Not Yet Finalized		40,000.00	40,000.00	0.00	40,000.00		

Account Number	Grant Number	Grant Period		Total Grant Amount	2019 Budget	2019 Actual	Remaining Budget	% of Total Time	% of Total Budget
G019-SS	TCC	1-Jan-19	31-Dec-19	49,200.00	49,200.00	8,854.58	40,345.42	33.33%	18.00%
		1-Jan-12	Until Spent	69,813.00	44,144.00	21,437.00	22,707.00	NA	67.47%
G019.105		1-May-16	30-Jun-19	43,709.00	3,000.00	824.81	2,175.19	94.74%	95.02%
G019.106		1-Aug-18	31-Jul-19	5,866.00	4,022.00	1,129.85	2,892.15	75.00%	50.70%
DOE Centennial		Not Yet Finalized		42,116.00	16,530.00	0.00	16,530.00		
Nearshore		1-Jan-19	31-Dec-19	18,300.00	18,300.00	568.69	17,731.31	33.33%	3.11%
TCD Allocation		1-Jan-19	31-Dec-19	20,501.00	20,501.00	2,715.56	17,785.44	33.33%	13.25%
ESD 113 Climate Ed		1-Jan-19	31-Dec-19	4,000.00	4,000.00	0.00	4,000.00	33.33%	0.00%
Prairies and Pollinators		22-Mar-17	31-Aug-19	30,000.00	19,859.00	825.00	19,034.00	86.67%	36.55%

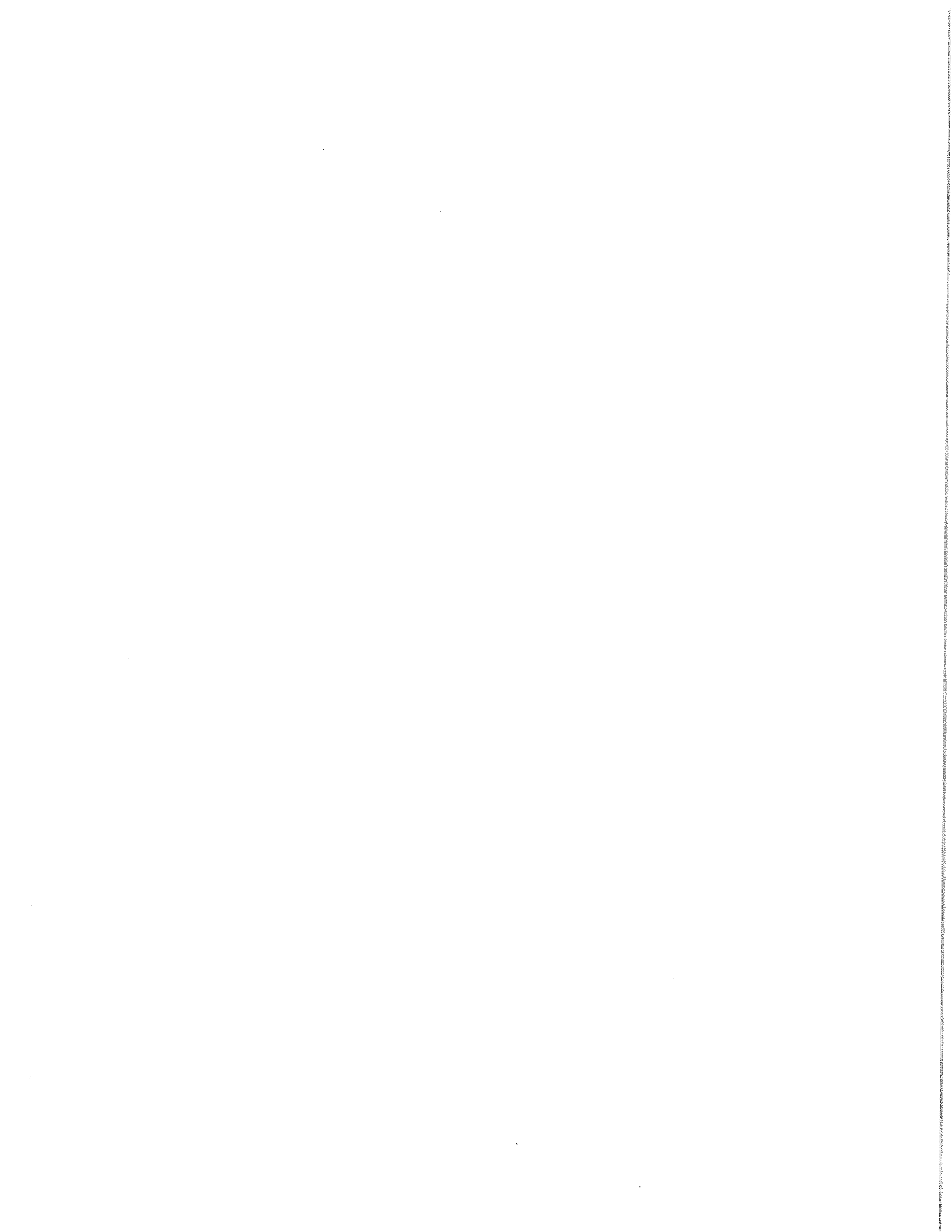


Thurston Conservation District Check and Credit Card Detail

April 2019

3:35 PM
05/23/2019

Type	Num	Date	Name	Fund	Account	Paid Amount
Check	EFT	04/01/2019	Regence - Health Care		5312011 · Medical Benefits	-2,770.34
Credit Card Charge		04/04/2019	UPS	DISTRICT SERVICES:A098 - Soil Tests	5314202 · Postage & Shipping	-16.30
Credit Card Charge		04/04/2019	US Postal Service	Administration:A010-Overhead	5314202 · Postage & Shipping	-31.40
Bill Pmt -Check	19942	04/05/2019	A & L Western Agricultural Laboratories		5314117 · Soil Testing	0.00
Bill Pmt -Check	19943	04/05/2019	Comcast	Administration:A010-Overhead	Internet and Telephone	-373.72
Bill Pmt -Check	19944	04/05/2019	Covabrelli Coffee	MISC:M065 - Soil Health	5314901 · Meeting & Event Supplies	-23.94
Bill Pmt -Check	19945	04/05/2019	Deschutes Law Group	Administration:A010-Overhead	5314101 · Legal Services	-1,170.00
Bill Pmt -Check	19946	04/05/2019	Grays Harbor Conservation District	MISC:M400 - VSP	5314100 · Professional Services	-614.30
Bill Pmt -Check	19947	04/05/2019	Jan-Pro Cleaning Systems	Administration:A010-Overhead	5314104 · Janitorial Services	-225.00
Bill Pmt -Check	19948	04/05/2019	Joshua Earhart	MISC:M400 - VSP & MISC:M065 - Soil Health	5314118 · Stipends for interns	-1,000.00
Bill Pmt -Check	19949	04/05/2019	Minuteman Press	MISC:M400 - VSP	5314203 · Printing Services	-3,412.22
Bill Pmt -Check	19950	04/05/2019	Olympian, The	UNRESTRICTED:A036 - Elections	5314400 · Advertising	-162.82
Bill Pmt -Check	19951	04/05/2019	Petrocard	Administration:A010-Overhead	5313201 · Vehicle Fuel	-68.77
Bill Pmt -Check	19952	04/05/2019	Pioneer Fire & Security, Inc	Administration:A010-Overhead	5314704 · Security Monitoring	-78.41
Bill Pmt -Check	19953	04/05/2019	Puget Sound Energy	Administration:A010-Overhead	5314701 · Electricity	-187.40
Bill Pmt -Check	19954	04/05/2019	Regence - Life Insurance	Administration:A010-Overhead	5312017 · Life Insurance	-23.18
Bill Pmt -Check	19955	04/05/2019	Ricoh USA, Inc.	Administration:A010-Overhead	5314503 · Equipment Leases	-184.67
Bill Pmt -Check	19956	04/05/2019	Ricoh, USA Inc - Usage	Administration:A010-Overhead	5313102 · Photocopier Usage	-224.45
Bill Pmt -Check	19957	04/05/2019	United Concordia Insurance Co		5312012 · Dental Benefits	-218.38
Bill Pmt -Check	19958	04/05/2019	VSP - Vision Care		5312011 · Medical Benefits	-39.10
Bill Pmt -Check	19959	04/05/2019	WA St Auditor's Office	Administration:A010-Overhead	5314102 · Audit & Accounting	-1,151.15
Bill Pmt -Check	19960	04/05/2019	WA St University Energy Program	Administration:A010-Overhead	5314103 · Computer Services	-1,284.00
Bill Pmt -Check	19961	04/05/2019	Wells Fargo		Wells Fargo	-890.00
Bill Pmt -Check	19962	04/05/2019	A & L Western Agricultural Laboratories	DISTRICT SERVICES:A098 - Soil Tests	5314117 · Soil Testing	-129.60
Credit Card Charge		04/05/2019	Thurston Climate Action Team	GREEN:G019-SS GREEN(General)	5314302 · Staff - Conference & Training	-30.00
Credit Card Charge		04/07/2019	T Sheets	Administration:A010-Overhead	5314102 · Audit & Accounting	-54.65
Liability Check	EFT	04/09/2019	Internal Revenue Service		Payroll Taxes	-2,242.48



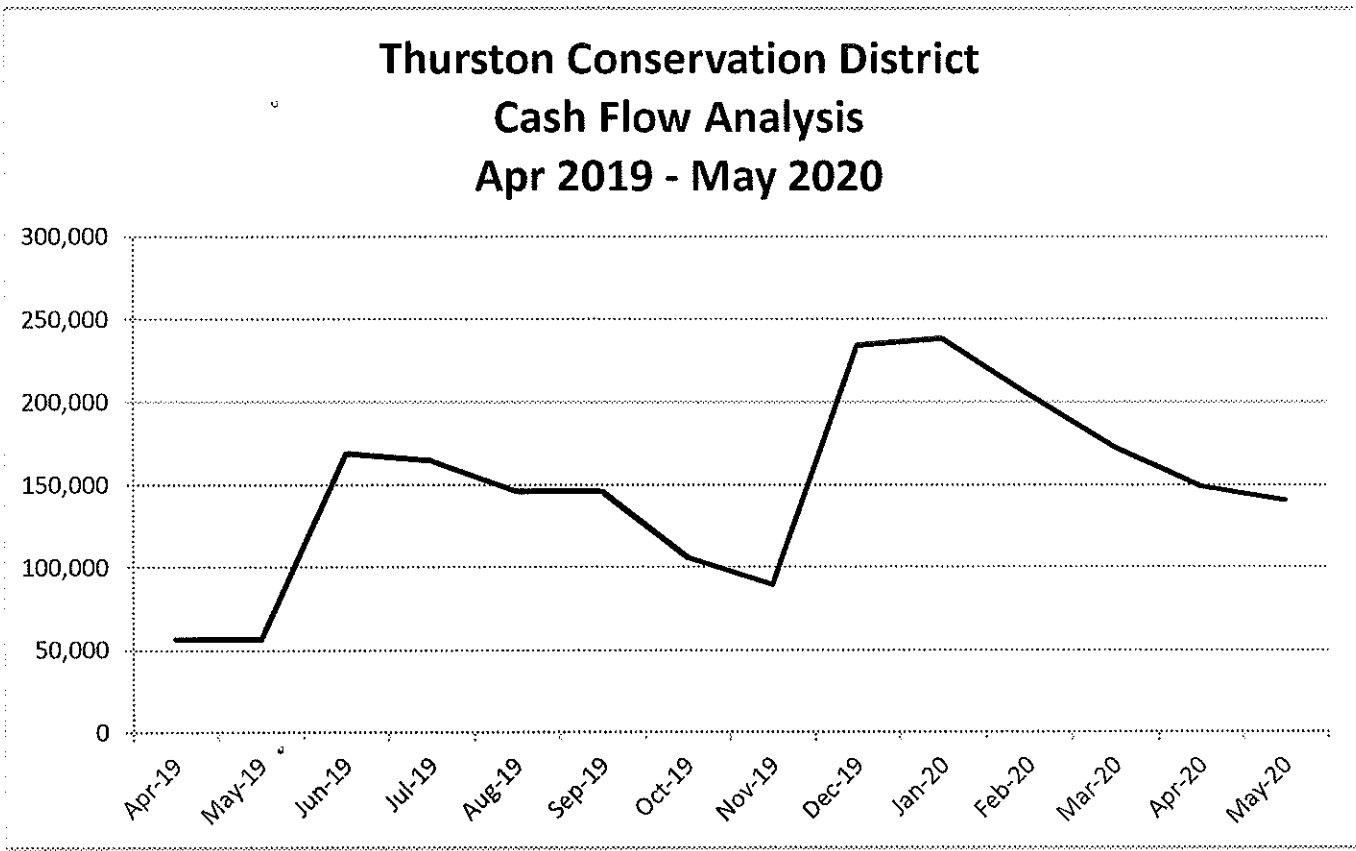
Type	Num	Date	Name	Fund	Account	Paid Amount
Liability Check	EFT	04/09/2019	WA St Dept of Retirement Systems		3860005 · 05 PERS Deferral Payable	-4,138.68
Liability Check	EFT	04/09/2019	WA St Dept of Retirement Systems		3860005 · 05 PERS Deferral Payable	-50.00
Credit Card Charge		04/09/2019	CalitoPark	WSCC:W050 - Chehalis Flood Outreach	5314307 - Parking fees	-18.20
Credit Card Charge		04/10/2019	Uline	MISC:M065 - Soil Health	5313103 · Project Supplies	-51.59
Liability Check		04/10/2019	QuickBooks Payroll Service		Payroll	-8,104.15
Sales Tax Payment	EFT	04/11/2019	WA St Dept of Revenue	Administration:A010-Overhead	Sales Tax	-154.38
Credit Card Charge		04/11/2019	UPS	DISTRICT SERVICES:A098 - Soil Tests	5314202 · Postage & Shipping	-10.54
Credit Card Charge		04/11/2019	Forestry Supplies	MISC:M065 - Soil Health	5314116 · Project Equipment	-407.32
Credit Card Charge		04/12/2019	Wells Fargo	Administration:A010-Overhead	5314111 · Late Fees & Penalties	-75.00
Bill Pmt -Check	19963	04/15/2019	Culligan Water Co.	Administration:A010-Overhead	5313101 · Office Supplies	-34.67
Bill Pmt -Check	19964	04/15/2019	Deschutes Law Group	Administration:A010-Overhead	5314101 · Legal Services	-990.00
Bill Pmt -Check	19965	04/15/2019	Gerald Allard	GREEN:G019-SS GREEN(General)	5313103 · Project Supplies	-43.81
Bill Pmt -Check	19966	04/15/2019	Jan-Pro Cleaning Systems	Administration:A010-Overhead	5314104 · Janitorial Services	-225.00
Bill Pmt -Check	19967	04/15/2019	Nicole Warren	MISC:M400 - VSP & MISC:M065 - Soil Health	Staff Travel	-43.17
Bill Pmt -Check	19968	04/15/2019	Pacific Disposal	Administration:A010-Overhead	5314702 · Garbage Service	-50.70
Bill Pmt -Check	19969	04/15/2019	Puget Sound Energy	Administration:A010-Overhead	5314701 · Electricity & 5314703 · Gas	-388.45
Bill Pmt -Check	19970	04/15/2019	Ricoh USA, Inc.	Administration:A010-Overhead	5314503 · Equipment Leases	-184.67
Bill Pmt -Check	19971	04/15/2019	Turnwater School District	GREEN:G019-SS GREEN(General)	5314112 · Buses & 5314113 · Teacher Substitute	-279.58
Bill Pmt -Check	19972	04/15/2019	Whitlock Limited Partnership 1	Administration:A010-Overhead	5314501 · Office Rent	-3,950.00
Liability Check	EFT	04/15/2019	WA St Dept of L&I		State Labor and Industry	-738.25
Liability Check	EFT	04/15/2019	WA St Dept of Employment Security		Unemployment	-676.87
Credit Card Charge		04/16/2019	Northwest Aquatic & Marine Educators	GREEN:G019-SS GREEN(General)	5314302 · Staff - Conference & Training	-270.00
Credit Card Charge		04/16/2019	US Postal Service	MISC:M065 - Soil Health	5314202 · Postage & Shipping	-19.95
Bill Pmt -CCard		04/16/2019	MRSC	Administration:A010-Overhead	5314902 · Dues and Subscriptions	-135.00
Credit Card Charge		04/17/2019	Wells Fargo	UNRESTRICTED	5314110 · Bank Fees & Interest Charges	-166.20
Credit Card Charge		04/18/2019	Ralphs Thriftway	A040 - Envirothon Program	5314901 · Meeting & Event Supplies	-40.33
Credit Card Charge		04/18/2019	Target	MISC:M065 - Soil Health	5314116 · Project Equipment	-41.50
Credit Card Charge		04/18/2019	Trader Joes	WSCC:W050 - Chehalis Flood Outreach	5314901 · Meeting & Event Supplies	-27.19
Credit Card Charge		04/18/2019	Starbucks	WSCC:W050 - Chehalis Flood Outreach	5314901 · Meeting & Event Supplies	-36.58
Credit Card Charge		04/19/2019	AmScope	GREEN:G019.106 NOAA B-WET	5314116 · Project Equipment	-194.53
Credit Card Charge		04/22/2019	UPS	DISTRICT SERVICES:A098 - Soil Tests	5314202 · Postage & Shipping	-12.11
Credit Card Charge		04/22/2019	Inspect USA	MISC:M065 - Soil Health	5314116 · Project Equipment	-210.86



Type	Num	Date	Name	Fund	Account	Paid Amount
Credit Card Charge		04/22/2019	US Postal Service	MISC:M065 - Soil Health	5314202 · Postage & Shipping	-14.35
Credit Card Charge		04/22/2019	Target	Administration:A010-Overhead	5313101 · Office Supplies	-5.24
Liability Check	EFT	04/23/2019	Internal Revenue Service		Payroll Taxes	-2,282.56
Liability Check	EFT	04/23/2019	WA St Dept of Retirement Systems		3860005 · 05 PERS Deferral Payable	-50.00
Credit Card Charge		04/23/2019	Amazon	GREEN:G019.115 Nearshore	5313103 · Project Supplies	-43.65
Credit Card Charge		04/23/2019	Cabelas	GREEN:G019.115 Nearshore	5314116 · Project Equipment	-327.68
Liability Check		04/24/2019	QuickBooks Payroll Service		Payroll	-8,233.55
Bill Pmt -Check	19973	04/25/2019	Cascadia Conservation District	WSCC:W080 - NRI Cost Share	5314100 · Professional Services	-157.68
Bill Pmt -Check	19974	04/25/2019	Descutes Law Group	Administration:A010-Overhead	5314101 · Legal Services	-810.00
Bill Pmt -Check	19975	04/25/2019	Gate Community Club	WSCC:W050 - Chehalis Flood Outreach	5314502 · Site Rental	-109.00
Bill Pmt -Check	19976	04/25/2019	Grays Harbor Conservation District	MISC:M400 - VSP	5314100 · Professional Services	-1,232.70
Bill Pmt -Check	19977	04/25/2019	Griffin School District	GREEN:G019-SS GREEN(General)	5314112 · Buses & 5314113 · Teacher Substitute	-735.53
Bill Pmt -Check	19978	04/25/2019	MRSC		3081001 · Checking-6554 Timberland	0.00
Bill Pmt -Check	19979	04/25/2019	Olympia School District		3081001 · Checking-6554 Timberland	0.00
Bill Pmt -Check	19980	04/25/2019	Olympian, The	UNRESTRICTED:A036 - Elections	5314400 · Advertising	-156.05
Bill Pmt -Check	19981	04/25/2019	Riverbend Properties, LLC	WSCC:W070 - CREP	5314108 · Construction & Landscaping	-1,530.00
Bill Pmt -Check	19982	04/25/2019	Tumwater School District	GREEN:G019-SS GREEN(General)	5314112 · Buses & 5314113 · Teacher Substitute	-310.20
Bill Pmt -Check	19983	04/25/2019	VSP - Vision Care		5312011 · Medical Benefits	-39.10
Bill Pmt -Check	19984	04/25/2019	WA St Auditor's Office	Administration:A010-Overhead	5314102 · Audit & Accounting	-3,053.05
Bill Pmt -Check	19985	04/25/2019	WA St Dept of Retirement Systems	Administration:A010-Overhead	5312011 · Medical Benefits	-25.00
Bill Pmt -Check	19986	04/25/2019	Wells Fargo		Wells Fargo	-875.00
Credit Card Charge		04/25/2019	UPS	DISTRICT SERVICES:A098 - Soil Tests	5314202 · Postage & Shipping	-12.11
Credit Card Charge		04/25/2019	Amazon	Administration:A010-Overhead	5313103 · Project Supplies	-26.22
Credit Card Charge		04/25/2019	Sierra	WSCC:W050 - Chehalis Flood Outreach	5314116 · Project Equipment	-163.94
Credit Card Charge		04/26/2019	Dollar Tree	GREEN:G019.115 Nearshore	5313103 · Project Supplies	-9.84
Credit Card Charge		04/26/2019	US Postal Service	Administration:A010-Overhead	5314202 · Postage & Shipping	-12.95
Credit Card Charge		04/29/2019	Target	Administration:A010-Overhead	5313101 · Office Supplies	-9.93
Credit Card Charge		04/30/2019	UPS	DISTRICT SERVICES:A098 - Soil Tests	5314202 · Postage & Shipping	-13.79



**TCD Cash Flow Analysis
As of 04/30/2019**



A Cash Flow analysis is typically calculated for six months or less. Extending a Cash Flow analysis beyond this duration increases the number of assumptions required for the analysis, which in turn decreases the accuracy of the results. The main takeaway from this analysis is that at this point in time, it appears that TCD should have sufficient cash flow throughout 2019 and into the first quarter 2020, based on our approved 2019 Budget (staffing and expenses).





1 **Work Session: 1:00pm – 2:00pm**

- 2 1. **Review April Board Meeting Materials, All**
3 **A. 2019 Annual Plan Discussion**
4

5 **Meeting: 2:00pm – 5:00pm**

6 **Present at Meeting:**

7 Paul Pickett, TCD Board Chair	Sarah Moorehead, Interim Executive Director (IED)
8 Doug Rushton, TCD Board Auditor	Ben Cushman, TCD Attorney
9 David Iyall, TCD Board Supervisor	Stu Trefry, WSCC
10 Nora White, TCD Staff	Susan Shelton, TCD Staff
11 Betsie De Wreede, Board Applicant	TJ Johnson, Board Elect
12 Patricia Harrigan, Public	Tony Wilson, Public
13 Sheila Marcoe, DOE	Ron Holtcamp, Public
14 Paula Holroyd, Public	Jeff Swotek, NRCS

15
16 **Action Items:**

- 17 1. Staff will provide a recommendation for future financial reports for the Board to
18 review and discuss at the May 30th work session.
- 19 2. Ben Cushman will review check register signing statement to determine if it is
20 required and appropriate.
- 21 3. IED Moorehead will inquire if PCD has a reserve fund policy.
- 22 4. Staff will schedule a Budget & Finance 101 work session for the Board in early June.
- 23 5. IED Moorehead will connect with TC Manager Ramiro Chavez about our timeline for
24 R&C moving forward.
- 25 6. IED Moorehead will schedule a briefing with the Thurston BOCC to discuss R&C.
- 26 7. IED Moorehead will assess Supervisor availability to schedule TCD's R&C Public
27 Hearing date in mid-June (6pm – 8pm).
- 28 8. IED Moorehead will provide a final draft of the 2019 Annual Plan to the Board at May
29 Board Meeting.
- 30 9. IED Moorehead will format the Consent Agenda Resolution and update TCD's Policies
31 and Procedures accordingly.
- 32 10. Ben Cushman will propose some new language regarding the remote communication
33 policy for the Board to review and Supervisors will provide comments back to IED
34 Moorehead by May 20th. Aggregate feedback will be presented to the full Board at
35 May 30th meeting.
- 36 11. IED Moorehead will use feedback from the Board to propose a new regular Board
37 meeting and preparation schedule.
- 38 12. Supervisor Pickett will update the governance transition document for the May 30th
39 Board meeting.
40
41
42

43 **Motions Passed:**

- 44 1. April 2nd, 2019 Meeting Minutes - *Approved*
- 45 2. April 8th, 2019 Meeting Minutes - *Approved*
- 46 3. February 26th, 2019 Work Session Minutes - *Approved*
- 47 4. April 25th, 2019 Check Register (Check #19915 - Check #19941 totaling \$49,066.85) -
- 48 *Approved*
- 49 5. Payment approval for NACD 2019 Dues - *Approved*
- 50 6. Resolution #2019 – 08: Consent Agenda - *Approved*
- 51

52 **Regular Monthly Meeting: 2:00pm – 5:00pm**

- 53 1. **Welcome, Introductions, and Pledge of Allegiance**
- 54 Supervisor Pickett called the meeting to order at 2:06pm. Thurston CD Board, Staff,
- 55 partners, and public introduced themselves. This meeting is being audio recorded.
- 56
- 57 2. **Agenda Review**
- 58 Supervisor Pickett added review of Feb. 26th Work Session Minutes to Board Meeting
- 59 Minutes Review. IED Moorehead requested NACD Membership Dues be added to the
- 60 agenda – Supervisor Pickett added that to Financial Reports. IED Moorehead requested
- 61 moving the Executive Session in order to better prepare for that review in the future.
- 62 Board approved.
- 63

64 ***Supervisor Rushton moved to adopt the revised agenda. Supervisor Iyall seconded.***

65 ***Motion passed unanimously.***

66

67 3. **Public Comment**

68 **Three minutes per person*

69 Tony Wilson, Public

70 Sheila Marcoe, Department of Ecology

71 Ron Holtcamp, Public

72

- 73 4. Supervisor Pickett revisited agenda review to add a phone-in policy discussion to item
- 74 9C. ***Approved by consensus.***
- 75

76 5. **Partner Reports**

77 **A. Washington State Conservation Commission (WSCC), *Stu Trefry***

- 78 • Reviewed staff changes at WSCC
- 79 • CAPP review – TCD is well on its way to being in compliance
- 80 • Excess Chehalis funds to be re-allocated to Satsup evulsion

81 **B. Natural Resource Conservation Service (NRCS), *Jeff Swotek***

- 82 • Reviewed staff changes at NRCS- hopefully hiring engineers soon
- 83 • Farm Bill 2018: allows for progressive implementation of CNMPs which makes
- 84 it more affordable for beginning and small farms
- 85 • Deadline for EQIP applications passed

- 86 C. Washington Association of Conservation Districts (WACD), *Doug Rushton*
87 Report provided with Board Packet materials.
88 D. National Association of Conservation Districts (NACD), *Doug Rushton*
89 Report provided with Board Packet materials.
90

91 **6. Board Meeting Minutes Review, All – Action Item**

92 A. April 2nd, 2019 Special Meeting Minutes

93 ***Supervisor Rushton moved to adopt minutes for April 2, 2019 Board Meeting.***

94 ***Supervisor Iyall seconded. Motion passed unanimously.***

95
96 B. April 8th, 2019 Regular Meeting Minutes & Works Session Minutes

97 ***Supervisor Rushton moved to adopt minutes for April 8, 2019 Board Meeting.***

98 ***Supervisor Iyall seconded. Motion passed unanimously.***

99
100 C. February 26th, 2019 Work Session Minutes

101 ***Supervisor Rushton moved to adopt minutes for February 26, 2019 Work Session.***

102 ***Supervisor Iyall seconded. Motion passed unanimously.***

103
104 **7. Financial Report, Susan Shelton**

105 A. Monthly Financial Report

106 The unrestricted budget Profit & Loss Budget vs. Actual reports have been added
107 to the monthly financial report. The grant balances report now shows the Budget
108 vs. Actual for the restricted budget. The two above reports combined show a
109 complete picture of our financial situation. May 30th Work Session will focus on
110 discussion of what a financial report can look like in the future.

111
112 **AI: Staff will provide a recommendation for future financial reports for the**
113 **Board to review and discuss at the May 30th work session.**

114
115 B. March Check Register – **Action Item**

116 ***Supervisor Rushton moved to approve check register dated 4/25/19 for Check***
117 ***#19915 through Check #19941 totaling \$49,066.85. Supervisor Iyall seconded.***
118 ***Motion passed unanimously.***

119
120 **AI: Ben Cushman will review check register signing statement to determine if it**
121 **is required and appropriate.**

122
123 C. 2019/2020 Cash Flow Analysis Discussion

124 Susan Shelton presented a cash flow analysis from present through March 2020.

125
126 **AI: IED Moorehead will inquire if PCD has a reserve fund policy.**

127 **AI: Staff will schedule a Budget & Finance 101 work session for the Board in**
128 **early June.**

129

130 D. Rates and Charges Renewal Timeline, *Sarah Moorhead*
131 Discuss and set a public hearing date for June 2019 and a Public Hearing Officer.
132 Submit proposal to Thurston County in July. Support Thurston County in their
133 Rates and Charges processes.

134
135 **AI: IED Moorehead will connect with TC Manager Ramiro Chavez about our**
136 **timeline for R&C moving forward.**

137 **AI: IED Moorehead will schedule a briefing with the Thurston BOCC to discuss**
138 **R&C.**

139 **AI: IED Moorehead will assess Supervisor availability to schedule TCD's R&C**
140 **Public Hearing date in mid-June (6pm – 8pm).**

141
142 E. State Audit Update, *Sarah Moorehead*
143 IED Moorehead gave an update on the wrap up of the 2018 Accountability Audit.

144
145 F. NACD Dues, *Sarah Moorehead*
146 Looking for direction from Board about whether or not to renew NACD dues.
147 This expense was not originally budgeted for in the past budget, but the expense
148 can be reviewed in the mid-year budget revision. This would come from the
149 Dues & Subscriptions line item.

150 ***Supervisor Rushton moved to approve the payment of NACD Dues for 2019.***
151 ***Supervisor Iyall seconded. Motion passed unanimously.***

152
153 Break from 3:45pm – 3:50pm

154 Meeting resumed 3:52pm

155
156 **8. 2019 Annual Plan Development, All – Action Item**

157 In Work Session direction was given to IED Moorehead to revise. We are on track to
158 submit by May 31st. Legal counsel recommends a robust discussion of Annual Plan when
159 full Board is present at May meeting.

160
161 **AI: IED Moorehead will provide a final draft of the 2019 Annual Plan to the Board at**
162 **May Board Meeting.**

163
164 **9. Governance, All**

165 **A. 2018 and 2019 CAPP Review**

166 TCD has met all 2018 CAPP Compliance issues which should trigger a release of
167 remaining held back funds from the WSCC. Information about TCD's compliance
168 will be shared via the WSCC with Enduris at May 9th meeting to internally review
169 our status and premium rates. TCD is on track for 2019 CAPP compliance .

170 **B. Collective Bargaining and Contract Negotiations**

171 Supervisor Pickett reported out on April 12th training with PERC.

172 **C. Policy Review and Revision**

173 i. Consent Agenda Policy and Resolution
174 Rename 'Organizational Structure' to 'Organizational Structure &
175 Procedures'. Create new procedures section at the end of section 1: 1.6
176 Meeting Procedures and 1.61 Consent Procedures. The Board discussed
177 the function of a Consent Agenda.

178 ***Supervisor Rushton moved to approve the Consent Agenda Resolution.***
179 ***Supervisor Iyall seconded. Motion passed unanimously.***

180
181 ii. Supervisor Preparation Policy
182 Supervisor Pickett proposed an addition under 'Supervisor Roles &
183 Responsibilities' to add expectations of Board Supervisors being prepared
184 for meetings.

185 ***Supervisor Rushton moved to approve the changes to TCD Policy 1.2***
186 ***'Supervisors Roles and Responsibilities' presented by Supervisor Pickett.***
187 ***Supervisor Iyall seconded. Motion passed unanimously.***

188 **AI: IED Moorehead will format the Consent Agenda Resolution and update**
189 **TCD's Policies and Procedures accordingly.**

190 iii. Remote Communication
191 Discussion of the policy. There is continued need for conversation with
192 Legal Counsel regarding Executive Session and criteria for when calling in
193 can be an acceptable option for Supervisors
194 **AI: Ben Cushman will propose some new language regarding the remote**
195 **communication policy for the Board to review and Supervisors will**
196 **provide comments back to IED Moorehead by May 20th. Aggregate**
197 **feedback will be presented to the full Board at May 30th meeting.**

198 **D. Governance Review Process**
199 Discussion of the timeline on a Governance Review Process. This process is to
200 include review of Organizational Structure, Financial, E.D. hiring process, and
201 Strategic Planning . Supervisor Pickett asked Stu for examples of Org. Charts
202 from other similar sized CDs

203 **E. Review of Transition Issues**
204 Form for tracking; can be reviewed regularly by Supervisors

205 **AI: IED Moorehead will use feedback from the Board to propose a new regular Board**
206 **meeting and preparation schedule.**

207

208 **AI: Supervisor Pickett will update the governance transition document for the May**
209 **30th Board meeting.**

210
211 **10. Board of Supervisors Reports**

- 212 • Supervisor Iyall has completed all of his New Supervisor Trainings
- 213 • Discussion of WADE Conference and optional attendance by Supervisors

214
215 **Next Board Meeting is May 30th, 2019. Work Session 1pm, Meeting at 2pm.**

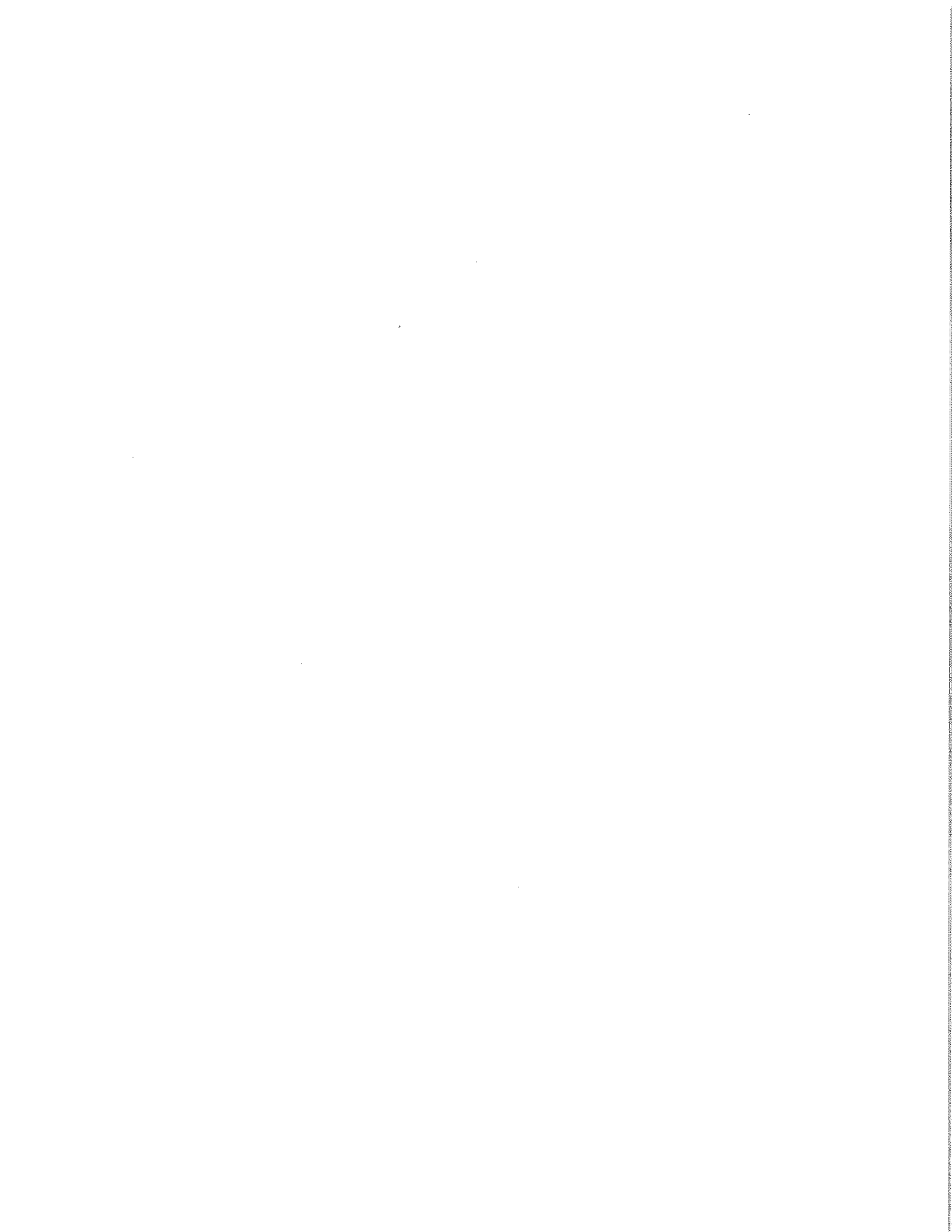
216
217 **Adjourn, All**
218 ***Supervisor Iyall moved to adjourn the meeting at 5:05pm. Supervisor Rushton seconded.***
219 ***Motion passed unanimously.***

220
221 Respectfully,

222
223 _____
224 Paul Pickett, TCD Chair

DRAFT

2



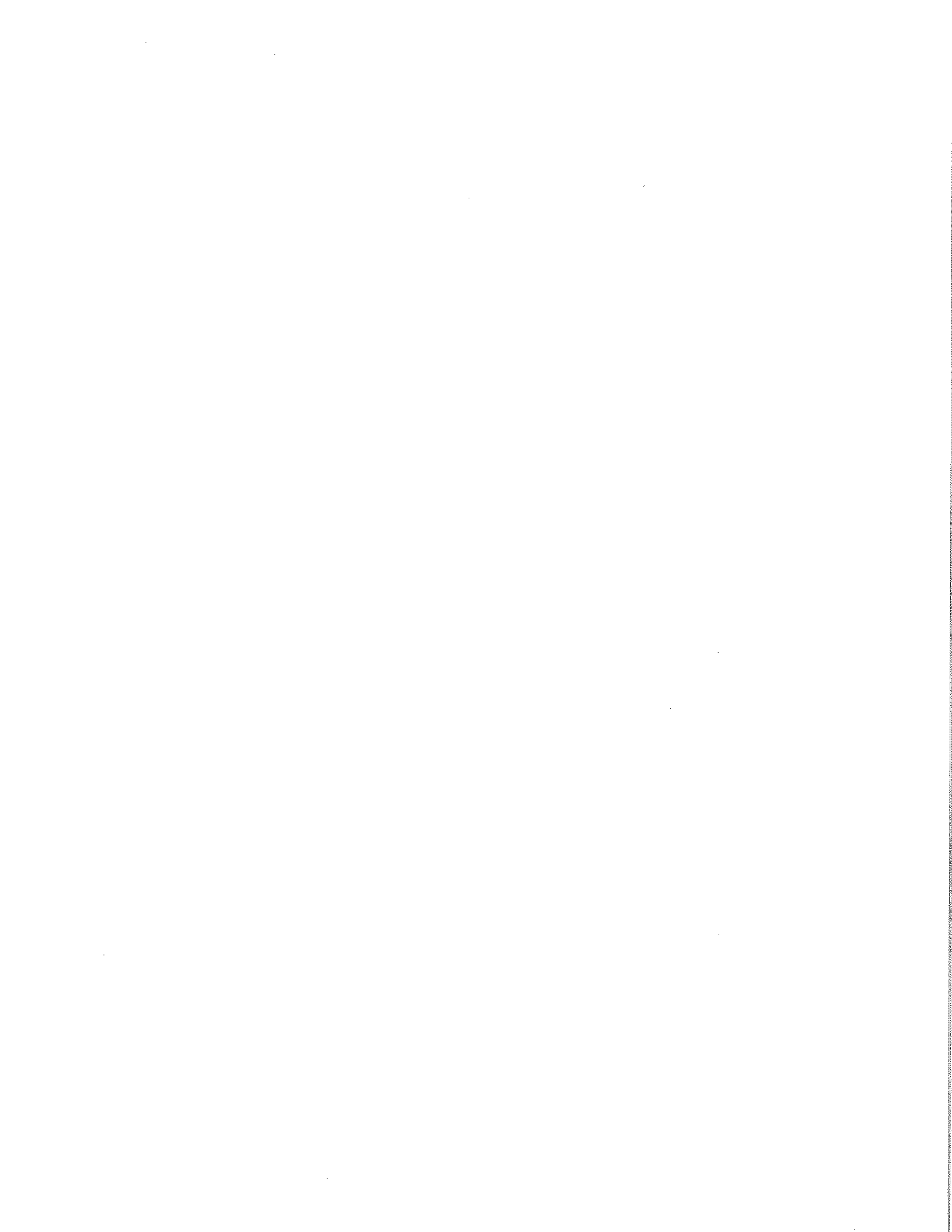
WACD and NACD Updates for
Thurston CD May 21, 2019 for the May 30, 2019 Board Meeting

WACD (Washington Association of Conservation Districts)

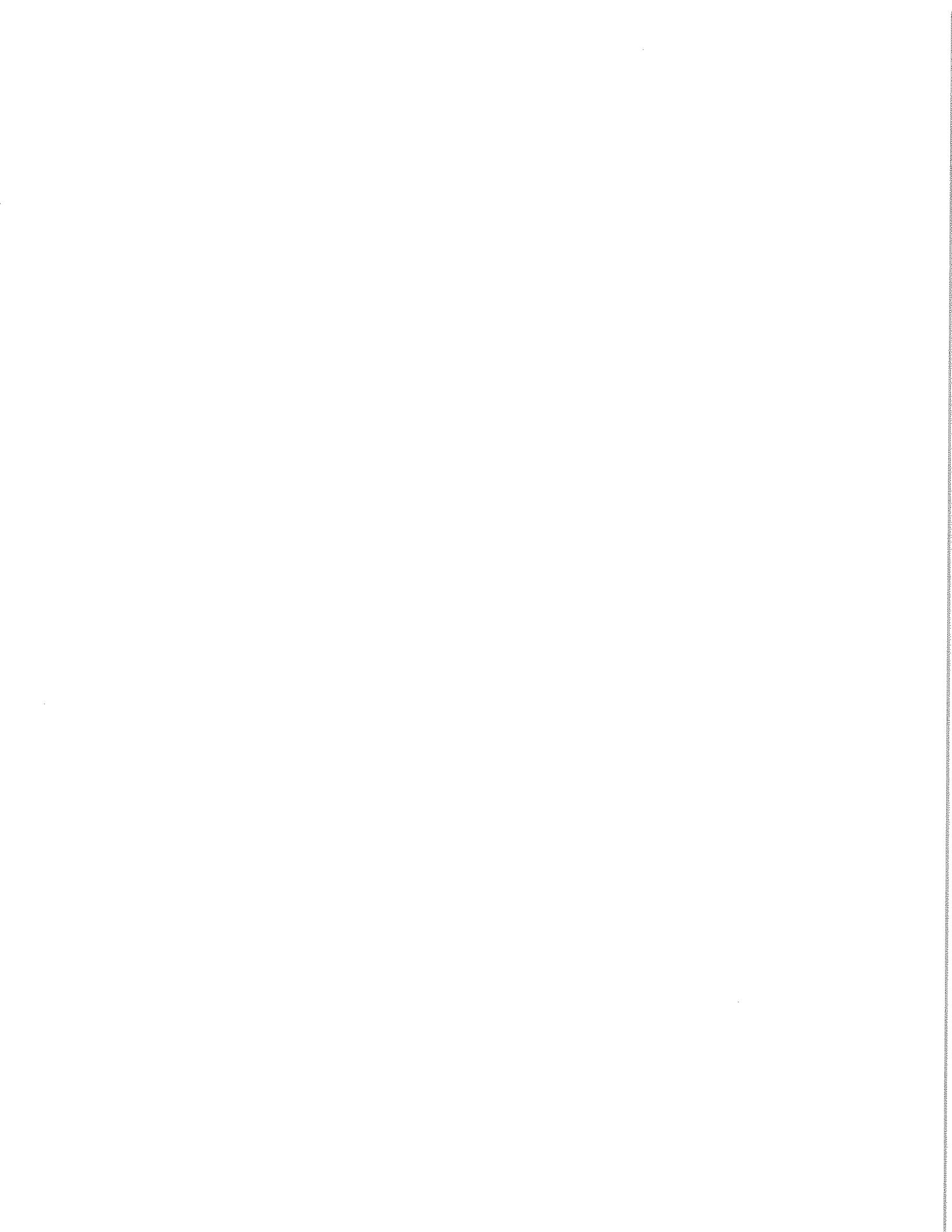
- WACD Board Meeting June 25 in Bow. Conflicts with currently scheduled Thurston CD board meeting.
- WACD Executive director evaluation process has started covering July 2018 through May 2019. An invitation was sent to each supervisor to provide input to WACD president Jeanette Dorner. at JeanetteD@pierced.org no later than Saturday, June 1st. Feel free to email or call Jeanette at (253)820-7298 if you have any questions.
- Planning has started for this year's WACD annual meeting to be held in Tacoma the week after Thanksgiving.

NACD (National Association of Conservation Districts)

- New NACD Pacific Region staff – Ariel Rivers; NACD Pacific Region Representative; Office: 925-290-8925; Ariel-Rivers@nacdnet.org
- 2019 NACD Listening Sessions Proposal: June 10-12 WA at the WADE Annual Meeting in Leavenworth, WA. Will focus on membership value, governance, policy, programs and meeting content.
- NACD Technical Assistance grants - Washington's "cut" of TA grants where NRCS entered into agreement with NACD providing funding to further enhance conservation district technical assistance – Four grants in round 1 for \$213,252 to increase local capacity
- Summer Meeting - Santa Fe, N.M., Aug. 2 – 6, 2019 conjunction with the Southwest and Pacific Regions Meeting.
- 2019 Technical Assistance Grants. Application deadline was March 1 so results should be out soon.



3



Date Check # through Check # Totaling Voided Check #'s
 4/30/2019 19942 19986 57,245.51 19942, 19978, 19979

Detail

The following checks were written on Timberlan:

4/1/2019	EFT		EFT	2,770.34	Health Insurance Premium
4/5/2019	19942		19962	11,461.11	Accounts Payable
4/9/2019	EFT		EFT	2,242.48	IRS Payroll Tax
4/9/2019	EFT		EFT	4,138.68	DRS - PERS
4/9/2019	EFT		EFT	50.00	DRS - DCP
4/10/2019	dd04251965		dd04251970	8,104.15	Payroll
4/11/2019	EFT		EFT	154.38	WA St Department of Revenue
4/15/2019	EFT		EFT	738.25	WA St Department of L&I
4/15/2019	19963		19972	6,109.05	Accounts Payable
4/15/2019	EFT		EFT	676.87	WA St Department of Employment Security
4/23/2019	EFT		EFT	2,282.56	IRS Payroll Tax
4/23/2019	EFT		EFT	50.00	DRS - DCP
4/24/2019	dd04251971		dd04251976	8,233.55	Payroll
4/25/2018	19973		19986	10,234.09	Accounts Payable

Grant Total 57,245.51

Doug Rushton, Board Au

Date

9:25 AM

05/23/19

Thurston Conservation District Payroll Transactions by Payee April through June 2019

Date	Name	Num	Type	Memo	Account	Amount
Internal Revenue Service						
04/09/2019	Internal Revenue Se...	EFT	Liability Check	91-1011612	3081001 · Checking...	-2,242.48
04/23/2019	Internal Revenue Se...	EFT	Liability Check	91-1011612	3081001 · Checking...	-2,282.56
05/01/2019	Internal Revenue Se...	EFT	Liability Check	91-1011612	3081001 · Checking...	-130.86
05/07/2019	Internal Revenue Se...	EFT	Liability Check	91-1011612	3081001 · Checking...	-2,473.16
Total Internal Revenue Service						-7,129.06
QuickBooks Payroll Service						
04/10/2019	QuickBooks Payroll ...		Liability Check	Created by P...	3081001 · Checking...	-8,104.15
04/24/2019	QuickBooks Payroll ...		Liability Check	Created by P...	3081001 · Checking...	-8,233.55
05/01/2019	QuickBooks Payroll ...		Liability Check	Created by P...	3081001 · Checking...	-554.98
05/09/2019	QuickBooks Payroll ...		Liability Check	Created by P...	3081001 · Checking...	-8,741.01
05/23/2019	QuickBooks Payroll ...		Liability Check	Created by P...	3081001 · Checking...	-8,602.53
Total QuickBooks Payroll Service						-34,236.22
WA St Dept of Employment Security						
04/15/2019	WA St Dept of Empl...	EFT	Liability Check	ES#930464 0...	3081001 · Checking...	-676.87
Total WA St Dept of Employment Security						-676.87
WA St Dept of L&I						
04/15/2019	WA St Dept of L&I	EFT	Liability Check	386 002-00	3081001 · Checking...	-738.25
Total WA St Dept of L&I						-738.25
WA St Dept of Retirement Systems						
04/09/2019	WA St Dept of Retir...	EFT	Liability Check	2358	3081001 · Checking...	-4,138.68
04/09/2019	WA St Dept of Retir...	EFT	Liability Check		3081001 · Checking...	-50.00
04/23/2019	WA St Dept of Retir...	EFT	Liability Check		3081001 · Checking...	-50.00
05/13/2019	WA St Dept of Retir...	EFT	Liability Check		3081001 · Checking...	-50.00
05/13/2019	WA St Dept of Retir...	EFT	Liability Check	2358	3081001 · Checking...	-4,653.23
Total WA St Dept of Retirement Systems						-8,941.91
Bishop, Stephanie E						
04/10/2019	Bishop, Stephanie E	dd042...	Paycheck	Direct Deposit	3081001 · Checking...	0.00
04/25/2019	Bishop, Stephanie E	dd042...	Paycheck	Direct Deposit	3081001 · Checking...	0.00
05/10/2019	Bishop, Stephanie E	dd042...	Paycheck	Direct Deposit	3081001 · Checking...	0.00
05/24/2019	Bishop, Stephanie E	dd042...	Paycheck	Direct Deposit	3081001 · Checking...	0.00
Total Bishop, Stephanie E						0.00
Healy, Mara E						
04/10/2019	Healy, Mara E	dd042...	Paycheck	Direct Deposit	3081001 · Checking...	0.00
04/25/2019	Healy, Mara E	dd042...	Paycheck	Direct Deposit	3081001 · Checking...	0.00
05/02/2019	Healy, Mara E	dd042...	Paycheck	Direct Deposit	3081001 · Checking...	0.00
05/10/2019	Healy, Mara E	dd042...	Paycheck	Direct Deposit	3081001 · Checking...	0.00
05/24/2019	Healy, Mara E	dd042...	Paycheck	Direct Deposit	3081001 · Checking...	0.00
Total Healy, Mara E						0.00
Moorehead, Sarah						
04/10/2019	Moorehead, Sarah	dd042...	Paycheck	Direct Deposit	3081001 · Checking...	0.00
04/25/2019	Moorehead, Sarah	dd042...	Paycheck	Direct Deposit	3081001 · Checking...	0.00
05/10/2019	Moorehead, Sarah	dd042...	Paycheck	Direct Deposit	3081001 · Checking...	0.00
05/24/2019	Moorehead, Sarah	dd042...	Paycheck	Direct Deposit	3081001 · Checking...	0.00
Total Moorehead, Sarah						0.00
Shelton, Susan A						
04/10/2019	Shelton, Susan A	dd042...	Paycheck	Direct Deposit	3081001 · Checking...	0.00
04/25/2019	Shelton, Susan A	dd042...	Paycheck	Direct Deposit	3081001 · Checking...	0.00
05/10/2019	Shelton, Susan A	dd042...	Paycheck	Direct Deposit	3081001 · Checking...	0.00
05/24/2019	Shelton, Susan A	dd042...	Paycheck	Direct Deposit	3081001 · Checking...	0.00
Total Shelton, Susan A						0.00
Warren, Nicole A						
04/10/2019	Warren, Nicole A	dd042...	Paycheck	Direct Deposit	3081001 · Checking...	0.00

9:25 AM

05/23/19

Thurston Conservation District
Payroll Transactions by Payee
April through June 2019

<u>Date</u>	<u>Name</u>	<u>Num</u>	<u>Type</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
04/25/2019	Warren, Nicole A	dd042...	Paycheck	Direct Deposit	3081001 · Checking...	0.00
05/02/2019	Warren, Nicole A	dd042...	Paycheck	Direct Deposit	3081001 · Checking...	0.00
05/10/2019	Warren, Nicole A	dd042...	Paycheck	Direct Deposit	3081001 · Checking...	0.00
05/24/2019	Warren, Nicole A	dd042...	Paycheck	Direct Deposit	3081001 · Checking...	0.00
Total Warren, Nicole A						0.00
White, Nora E						
04/10/2019	White, Nora E	dd042...	Paycheck	Direct Deposit	3081001 · Checking...	0.00
04/25/2019	White, Nora E	dd042...	Paycheck	Direct Deposit	3081001 · Checking...	0.00
05/10/2019	White, Nora E	dd042...	Paycheck	Direct Deposit	3081001 · Checking...	0.00
05/24/2019	White, Nora E	dd042...	Paycheck	Direct Deposit	3081001 · Checking...	0.00
Total White, Nora E						0.00
TOTAL						-51,722.31



1800 NINTH AVENUE
SEATTLE WA 98101
www.regence.com



(DM-)

Forwarding Service Requested

Group No. 60011200
Sub-Group No. 0001
Billing Period 05/01/19-05/31/19
Invoice No. 191200000190
Bill Print Date 04/30/2019
Bill Due Date 05/01/2019

*****ALL FOR AADC 983
PB-0MA-504-ENV 1077
THURSTON CONSERVATION DISTRICT
2918 FERGUSON ST SW STE A
TUMWATER WA 98512-6187

BILLING SUMMARY

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

Please send correspondence and address changes to:

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

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

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

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

FOLD AND TEAR HERE

FOLD AND TEAR HERE

Group Name THURSTON CONSERVATION DISTRICT
Group No. 60011200
Sub-Group No. 0001
Billing Period 05/01/19-05/31/19
Invoice No. 191200000190

DO NOT PAY

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

0000027703404301900002770344106001120000010000000001

Thurston Conservation District
Check Detail

9:51 AM

04/05/2019

April 5, 2019

Num	Date	Name	Account	Paid Amount
19962	04/05/2019	A & L Western Agricultural Laboratories		
215974	03/20/2019	UNRESTRICTED:District Services:A098- Soil Tests	5314117 · Soil Testing	-129.60
				<u>-129.60</u>
19943	04/05/2019	Comcast		
	03/24/2019	UNRESTRICTED:Administration:A010-Overhead	5314204 · Internet Services	-134.90
		UNRESTRICTED:Administration:A010-Overhead	5314111 · Late Fees & Penalties	-10.00
		UNRESTRICTED:Administration:A010-Overhead	5314201 · Telephone	-228.82
				<u>-373.72</u>
19944	04/05/2019	Covabrelli Coffee		
16879	03/16/2019	MISC:M065 - Soil Health	5314901 · Meeting & Event Supplies	-23.94
				<u>-23.94</u>
19945	04/05/2019	Deschutes Law Group		
613	01/01/2019	UNRESTRICTED:Administration:A010-Overhead	5314101 · Legal Services	-1,170.00
				<u>-1,170.00</u>
19946	04/05/2019	Grays Harbor Conservation District		
	03/13/2019	MISC:M400 - VSP	5314100 · Professional Services	-614.30
				<u>-614.30</u>
19947	04/05/2019	Jan-Pro Cleaning Systems		
19-7493	03/01/2019	UNRESTRICTED:Administration:A010-Overhead	5314104 · Janitorial Services	-225.00
				<u>-225.00</u>
19948	04/05/2019	Joshua Earhart		
8180	03/25/2019	MISC:M400 - VSP	5314118 · Stipends for Interns	-500.00
		MISC:M065 - Soil Health	5314118 · Stipends for interns	-500.00
				<u>-1,000.00</u>
19949	04/05/2019	Minuteman Press		
170073	02/21/2019	MISC:M400 - VSP	5314203 · Printing Services	-3,412.22
				<u>-3,412.22</u>

Num	Date	Name	Account	Paid Amount
19950	04/05/2019	Olympian, The		
	03/03/2019	UNRESTRICTED:Administration:A036 - Elections	5314400 · Advertising	-162.82
				<u>-162.82</u>
19951	04/05/2019	Petrocard		
423277	03/15/2019	UNRESTRICTED:Administration:A010-Overhead	5313201 · Vehicle Fuel	-68.77
				<u>-68.77</u>
19952	04/05/2019	Pioneer Fire & Security, Inc		
90695	03/20/2019	UNRESTRICTED:Administration:A010-Overhead	5314704 · Security Monitoring	-78.41
				<u>-78.41</u>
19953	04/05/2019	Puget Sound Energy		
	03/05/2019	UNRESTRICTED:Administration:A010-Overhead	5314701 · Electricity	-187.40
				<u>-187.40</u>
19954	04/05/2019	Regence - Life Insurance		
0437243	03/16/2019	UNRESTRICTED:Administration:A010-Overhead	5312011 · Medical Benefits	-23.18
				<u>-23.18</u>
19955	04/05/2019	Ricoh USA, Inc.		
10181327	03/01/2019	UNRESTRICTED:Administration:A010-Overhead	5314503 · Equipment Leases	-184.67
				<u>-184.67</u>
19956	04/05/2019	Ricoh, USA Inc - Usage		
50562020	03/21/2019	UNRESTRICTED:Administration:A010-Overhead	5313102 · Photocopier Usage	-224.45
				<u>-224.45</u>
19957	04/05/2019	United Concordia Insurance Co		
14278403	03/01/2019	UNRESTRICTED:Administration:A010-Overhead	5312012 · Dental Benefits	-218.38
				<u>-218.38</u>
19958	04/05/2019	VSP - Vision Care		
80659457	03/17/2019	UNRESTRICTED:Administration:A010-Overhead	5312011 · Medical Benefits	-39.10
				<u>-39.10</u>

Num	Date	Name	Account	Paid Amount
19959	04/05/2019	WA St Auditor's Office		
130221	03/08/2019	UNRESTRICTED:Administration:A010-Overhead	5314102 · Audit & Accounting	-1,151.15
				<u>-1,151.15</u>
19960	04/05/2019	WA St University Energy Program		
19-0279	03/04/2019	UNRESTRICTED:Administration:A010-Overhead	5314103 · Computer Services	-642.00
19-0313	04/01/2019	UNRESTRICTED:Administration:A010-Overhead	5314103 · Computer Services	-642.00
				<u>-1,284.00</u>
19961	04/05/2019	Wells Fargo		
	03/29/2019		Wells Fargo	-890.00
				<u>-890.00</u>
			Grand Total	11,461.11

"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."



Doug Rushton, District Auditor

Deposit Confirmation

Your payment has been accepted.

Payment Successful

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

REMINDER: REMEMBER TO FILE ALL RETURNS WHEN DUE!

EFT ACKNOWLEDGEMENT NUMBER:	270990083706675
------------------------------------	-----------------

PLEASE NOTE

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

Payment Information	Entered Data
Taxpayer EIN	xxxxx1612
Tax Form	941 Employers Federal Tax
Tax Type	Federal Tax Deposit
Tax Period	Q2/2019
Payment Amount	\$2,242.48
Settlement Date	04/10/2019
Subcategories:	
1 Social Security	\$1,312.52
2 Medicare	\$306.86
3 Tax Withholding	\$623.00
Account Number	xxxxx0554
Account Type	CHECKING
Routing Number	325170754
Bank Name	TIMBERLAND BANK



Washington State Department of Retirement Systems
Electronic Payments
Completed Payment Advice

Employer: THURSTON CONSERVATION DISTRICT
 Report Period: 03/2019
 Retirement Due Date: 04/15/2019
 Payment Status: Submitted (04-09-19 1:43:47 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		3517.13	
		Total Amount for Plan 2:		3517.13
Plan 3 Payments				
		DB Employer	DC WSIB	DC Self
PERS	2358	447.25	0.00	174.30
		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
		Total Amount for Plan 3:		621.55
		Total Payment Amount:		4138.68
		Scheduled Date of Payment:		4/11/2019

9



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

Employer: THURSTON CONSERVATION DISTRICT
 Report Period: 04/2019
 Retirement Due Date: 05/15/2019
 Payment Status: Submitted (04-09-19 1:48:07 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
		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
		Total Amount for Plan 3:		0.00
		Total Payment Amount:		50.00
		Scheduled Date of Payment:		4/11/2019

10

Washington State Department of Revenue

Your Return has been submitted and your confirmation number is 0-007-916-392

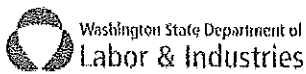
Below is information from your Quarterly Return for the period ending March 31, 2019

Filing Date	April 11, 2019
Account Id	600-330-344
Primary Name	THURSTON COUNTY CONSERVATION DISTRICT
Payment Method	ACH Debit/E-Check
Payment Effective	April 11, 2019
Total Tax	162.55
Total Credits	8.17
Total Due	154.38

Check the status of your return from the [Submissions](#) tab.

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

[Give us your feedback](#)



Claim & Account Center > QuickFile > Quarterly Report List > File a Report > Confirmation

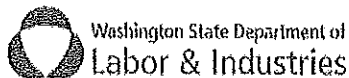
You have successfully submitted your report.

- Print this page for your records.
- Download in Adobe® PDF Format

THURSTON CONSERVATION DISTRICT - Q1/2019 Quarterly Report Confirmation Page

Confirmation #: 6297755
 Received on: 4/15/2019
 Submitted by: Susan Shelton
 Account ID: 386,002-00
 Account Manager: CHRISTOPHER WASSON 360-902-6331

- Printer Friendly Report
- Download Report in Adobe® PDF Format



Submit Date: 4/15/2019
 Confirmation Number: 6297755

Quarterly Report

1st Quarter: January 1, 2019 - March 31, 2019 Due Date: 4/30/2019

THURSTON CONSERVATION DISTRICT
 291B FERGUSON ST SW BLDG 1
 SUITE A
 TUMWATER, WA 98512

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

Account Manager: CHRISTOPHER WASSON 360-902-6331

Volunteer Reporting

Class Code	Nature of Work	Number Of Volunteers
6901-00	Volunteers-Excl Law Enf Offc's	5

Worker Reporting

Class Code	Nature of Work	Gross Payroll (nearest \$)	Worker Hours (per unit)	Rate Per Hour	Amount Owed
1501-00	County/Tax Dist NOC Othr Empls	\$6,542.00	201	1.5756	\$316.70
5306-07	Counties/Tax Dist Adm/CI Offc	\$65,131.00	2,801	0.1974	\$395.00
6901-00	Volunteers-Excl Law Enf Offc's	\$0.00	500	0.0531	\$26.55
Total of Premiums					\$738.25
Grand Total					\$738.25

Preparer's Information

Help us improve

Preparer:	Susan Shelton
DayTime Phone:	360-754-3588 Ext. 120
Email:	accounting@thurstandc.com

Payment Information

Method of Payment:	eCheck
Bank routing information:	325170754
Bank account information:	XXXXXXXXXXXX6554
Bank account Type:	BusinessChecking
Payment Amount:	\$738.25
Scheduled Payment Date:	4/15/2019

[Change your payment method](#)

What do you want to do next?

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

Did You Know?

- [You can manage your LNI account by registering to use the Claim & Account Center](#)
- [Go to LNI Home](#)

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



Department of Revenue
Electronically file
and pay my state taxes



Employment Security
Electronically file
and pay my taxes

More Links:

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

© Washington State Dept. of Labor & Industries. Use of this web is subject to the terms of the state of Washington

Help us improve

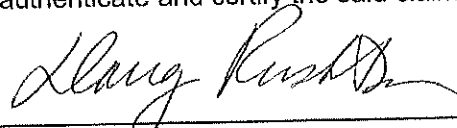
Thurston Conservation District
Check Detail
April 15, 2019

10:23 AM
04/15/2019

Num	Date	Name	Account	Paid Amount
19963	04/15/2019	Culligan Water Co.		
201904402736	03/31/2019	UNRESTRICTED:Administration:A010-O\ 5313101 · Office Supplies		-34.67
				<u>-34.67</u>
19964	04/15/2019	Deschutes Law Group		
615	01/01/2019	UNRESTRICTED:Administration:A010-O\ 5314101 · Legal Services		-80.00
614	01/01/2019	UNRESTRICTED:Administration:A010-O\ 5314101 · Legal Services		-270.00
567	01/01/2019	UNRESTRICTED:Administration:A010-O\ 5314101 · Legal Services		-640.00
				<u>-990.00</u>
19965	04/15/2019	Gerald Allard		
8576	03/26/2019	GREEN:G019-SS GREEN(General) 5313103 · Project Supplies		-43.81
				<u>-43.81</u>
19966	04/15/2019	Jan-Pro Cleaning Systems		
19-8119	04/01/2019	UNRESTRICTED:Administration:A010-O\ 5314104 · Janitorial Services		-225.00
				<u>-225.00</u>
19967	04/15/2019	Nicole Warren		
	03/01/2019	MISC:M400 - VSP 5314304 · Mileage		-20.17
	03/21/2019	MISC:M061 - Healthy Solls Scholarship 5314305 · Meals / Per Diems		-23.00
				<u>-43.17</u>
19968	04/15/2019	Pacific Disposal		
11158266	04/01/2019	UNRESTRICTED:Administration:A010-O\ 5314702 · Garbage Service		-28.44
11158265	04/01/2019	UNRESTRICTED:Administration:A010-O\ 5314702 · Garbage Service		-22.26
				<u>-50.70</u>
19969	04/15/2019	Puget Sound Energy		
	03/27/2019	UNRESTRICTED:Administration:A010-O\ 5314701 · Electricity		-84.75
	03/29/2019	UNRESTRICTED:Administration:A010-O\ 5314701 · Electricity		-148.23
		UNRESTRICTED:Administration:A010-O\ 5314703 · Gas		-155.47
				<u>-388.45</u>
19970	04/15/2019	Ricoh USA, Inc.		
101937144	04/01/2019	UNRESTRICTED:Administration:A010-O\ 5314503 · Equipment Leases		-184.67
				<u>-184.67</u>

Num	Date	Name	Account	Paid Amount
19971	04/15/2019	Tumwater School District		
9300001611	03/26/2019	GREEN:G019-SS GREEN(General)	5314112 · Bus Transportation	-9.80
		GREEN:G019-SS GREEN(General)	5314113 · Teacher Substitute Stipends	-269.78
				<u>-279.58</u>
19972	04/15/2019	Whitlock Limited Partnership 1		
	04/15/2019	UNRESTRICTED:Administration:A010-O	5314501 · Office Rent	-3,950.00
				<u>-3,950.00</u>
GRAND TOTAL				-6,190.05

"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."



Doug Rushton, District Auditor

Payment Verification

Review the following information. You will be able to print after clicking the *Submit payment* button.

THURSTON CONSERVATION
930464-00-4

THIS PAYMENT HAS NOT YET BEEN SUBMITTED.

Total payment amount: \$676.87
Debit date: 4/15/2019
Year/Quarter: 1st quarter 2019

Bank routing number: 325170754
Name on bank account: Thurston Conservation
Bank account number: xxxxx6554
User bank reference: ESD WA UI-TAX

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

By submitting this payment, you agree to the following:

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

Deposit Confirmation

Your payment has been accepted.

Payment Successful

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

REMINDER: REMEMBER TO FILE ALL RETURNS WHEN DUE!

EFT ACKNOWLEDGEMENT NUMBER:	270981381565473
------------------------------------	-----------------

PLEASE NOTE

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

Payment Information	Entered Data
Taxpayer EIN	xxxxx1812
Tax Form	941 Employers Federal Tax
Tax Type	Federal Tax Deposit
Tax Period	Q2/2019
Payment Amount	\$2,282.56
Settlement Date	04/23/2019
Subcategories:	
1 Social Security	\$1,327.96
2 Medicare	\$310.00
3 Tax Withholding	\$644.00
Account Number	xxxxx8554
Account Type	CHECKING
Routing Number	325170754
Bank Name	TIMBERLAND BANK



Washington State Department of Retirement Systems
Electronic Payments
Completed Payment Advice

Employer: THURSTON CONSERVATION DISTRICT
 Report Period: 04/2019
 Retirement Due Date: 05/15/2019
 Payment Status: Submitted (04-23-19 9:37:29 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				
PERS	2358	DB Employer	DC WSIB	DC Self
		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:				4/25/2019

Thurston Conservation District
Check Detail
 April 25, 2019

4:32 PM
 04/25/2019

Num	Date	Name	Account	Paid Amount
19973	04/25/2019	Cascadia Conservation District		
8634	04/15/2019	WSCC:W080 - NRI Cost Share	5314100 · Professional Services	-157.68
				<u>-157.68</u>
19974	04/25/2019	Deschutes Law Group		
658	01/01/2019	UNRESTRICTED:Administration:A010-Ove	5314101 · Legal Services	-200.00
705	01/31/2019	UNRESTRICTED:Administration:A010-Ove	5314101 · Legal Services	-300.00
751	02/28/2019	UNRESTRICTED:Administration:A010-Ove	5314101 · Legal Services	-70.00
800	03/31/2019	UNRESTRICTED:Administration:A010-Ove	5314101 · Legal Services	-100.00
801	03/31/2019	UNRESTRICTED:Administration:A010-Ove	5314101 · Legal Services	-140.00
				<u>-810.00</u>
19975	04/25/2019	Gate Community Club		
8630	04/09/2019	WSCC:W050 - Chehalis Flood Outreach	5314502 · Site Rental	-109.00
				<u>-109.00</u>
19976	04/25/2019	Grays Harbor Conservation District		
4	04/08/2019	MISC:M400 - VSP	5314100 · Professional Services	-1,232.70
				<u>-1,232.70</u>
19977	04/25/2019	Griffin School District		
18190001	04/12/2019	GREEN:G019-SS GREEN(General)	5314113 · Teacher Substitute Stipends	-443.01
		GREEN:G019-SS GREEN(General)	5314112 · Bus Transportation	-292.52
				<u>-735.53</u>
19978	04/25/2019	MRSC		
47852	04/16/2019	UNRESTRICTED:Administration:A010-Ove	5314902 · Dues and Subscriptions	-135.00
				<u>-135.00</u>
19979	04/25/2019	Olympia School District		
8582	04/09/2019	GREEN:G019-SS GREEN(General)	5314113 · Teacher Substitute Stipends	-174.00
8585	04/09/2019	GREEN:G019.106 NOAA B-WET	5314113 · Teacher Substitute Stipends	-279.00
8589	04/10/2019	GREEN:TCC:G019.28 Dawkins	5314112 · Bus Transportation	-127.47
		GREEN:TCC:G019.28 Dawkins	5314112 · Bus Transportation	-75.65
		GREEN:TCC:G019.28 Dawkins	5314112 · Bus Transportation	-127.20
		GREEN:TCC:G019.28 Dawkins	5314112 · Bus Transportation	-138.89
		GREEN:TCC:G019.28 Dawkins	5314112 · Bus Transportation	-143.57
				<u>-1,065.78</u>

Num	Date	Name	Account	Paid Amount
19980	04/25/2019	Olymplan, The		
	03/14/2019	UNRESTRICTED:A036 - Elections	5314400 · Advertising	-156.05
				-156.05
19981	04/25/2019	Riverbend Properties, LLC		
8635	04/15/2019	WSSC:W070 - CREP	5314108 · Construction & Landscaping	-1,530.00
				-1,530.00
19982	04/25/2019	Tumwater School District		
9300001	03/01/2019	GREEN:G019-SS GREEN(General)	5314112 · Bus Transportation	-15.40
		GREEN:G019-SS GREEN(General)	5314113 · Teacher Substitute Stipends	-294.80
				-310.20
19983	04/25/2019	VSP - Vision Care		
8067261	04/17/2019	UNRESTRICTED:Administration:A010-Ove	5312011 · Medical Benefits	-39.10
				-39.10
19984	04/25/2019	WA St Auditor's Office		
L130587	04/10/2019	UNRESTRICTED:Administration:A010-Ove	5314102 · Audit & Accounting	-3,053.05
				-3,053.05
19985	04/25/2019	WA St Dept of Retirement Systems		
1334233	04/02/2019	UNRESTRICTED:Administration:A010-Ove	5312011 · Medical Benefits	-25.00
				-25.00
19986	04/25/2019	Wells Fargo		
	04/25/2019		Wells Fargo	-875.00
				-875.00
Grand Total				10,234.09

"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."



Doug Rushton, District Auditor

Board Member

Thurston Conservation District
Restricted Budgets vs Actuals

April 2019

Suspended Grants

Account Number	Grant Number	Grant Period	Total Grant Amount	2019 Budget	2019 Actual	Remaining Budget	% of Total Time	% of Total Budget
R030	16-1406	1-Mar-17	110,500.00	15,908.00	430.97	15,477.03	56.52%	85.99%
		31-Dec-20						
DOE		Not Yet Finalized	247,511.00	60,860.00	0.00	60,860.00		
WSSC	W050	18-13-FL	132,400.00	68,573.00	15,727.37	52,845.63	87.50%	60.09%
	W070	18-13-CE	68,247.00	37,095.00	9,727.59	27,367.41	91.67%	59.90%
	W070 CS	18-13-CE	29,167.00	19,033.00	0.00	12,033.00	91.67%	58.74%
	W025	18-13-LT	27,654.00	89.00	0.00	89.00	91.67%	99.68%

Account Number	Grant Number	Grant Period	Total Grant Amount	2019 Budget	2019 Actual	Remaining Budget	% of Total Time	% of Total Budget
M065	16-49-TS	21-Jun-17	29,986.34	22,981.00	12,645.59	10,335.41	60.53%	65.54%
M400		1-Jan-18	92,460.00	80,938.00	29,441.74	51,496.26	88.89%	44.30%
		Not Yet Finalized	41,000.00	41,000.00	0.00	41,000.00		
M061		2/1/2019	589.70	589.70	589.70	0.00	1000.00%	100.00%
		Not Yet Finalized	40,000.00	40,000.00	0.00	40,000.00		

Account Number	Grant Number	Grant Period	Total Grant Amount	2019 Budget	2019 Actual	Remaining Budget	% of Total Time	% of Total Budget
G019-SS		1-Jan-19	49,200.00	49,200.00	8,854.58	40,345.42	33.33%	18.00%
TCC		1-Jan-12	69,813.00	44,144.00	21,437.00	22,707.00	NA	67.47%
G019.105		1-May-16	43,709.00	3,000.00	824.81	2,175.19	94.74%	95.02%
G019.106		1-Aug-18	5,866.00	4,022.00	1,129.85	2,892.15	75.00%	50.70%
		Not Yet Finalized	42,116.00	16,530.00	0.00	16,530.00		
DOE Centennial		1-Jan-19	18,300.00	18,300.00	568.69	17,731.31	33.33%	3.11%
Nearshore		1-Jan-19	20,501.00	20,501.00	2,715.56	17,785.44	33.33%	13.25%
TCD Allocation		1-Jan-19	4,000.00	4,000.00	0.00	4,000.00	33.33%	0.00%
ESD 113 Climate Ed		22-Mar-17	30,000.00	19,859.00	825.00	19,034.00	86.67%	36.55%
Prairies and Pollinators								

Thurston Conservation District
 Unrestricted: Budget vs. Actual
 January through April 2019

9:57 AM
 05/23/2019
 Accrual Basis

April: 33.33%

	TOTAL			
	Jan - Apr 19	Budget	\$ Over Budget	% of Budget
Income				
3431100 · Retail Sales				
3411140 · TCD Equipment Rentals	32.14	978.00	-945.86	3.29%
3431130 · Soil Testing	2,265.45	1,862.00	403.45	121.67%
3431120 · Rental Income	316.99	791.00	-474.01	40.07%
3611100 · Interest Income	9.34	251.00	-241.66	3.72%
3300000 · Grant Revenue	0.00	90,000.00	-90,000.00	0.0%
3685201 · Rates and Charges	42,258.53	551,475.00	-509,216.47	7.66%
5314999 · Overhead Allocation	11,175.52	28,136.00	-16,960.48	39.72%
5966699 · Vehicle Allocation	1,273.68	6,595.00	-5,321.32	19.31%
3670000 · Contributions Private	2,500.00	0.00	2,500.00	100.0%
Total Income	59,831.65	680,088.00	-620,256.35	8.8%
Expense				
5531010 · Salaries & Benefits	41,832.27	191,017.00	-149,184.73	21.9%
5531010 · Salaries & Benefits - District Services	4,042.08	10,634.00	-6,591.92	38.01%
5314101 · Legal Services	21,190.00	34,000.00	-12,810.00	62.32%
5314102 · Audit & Accounting	4,872.65	16,824.00	-11,951.35	28.96%
5314103 · Computer Services	2,700.00	10,204.00	-7,504.00	26.46%
5314106 · PDR Expense	99.00	5,000.00	-4,901.00	1.98%
5314100 · Professional Services	808.00	15,640.00	-14,832.00	5.17%
5355001 · Election Expense	0.00	35,000.00	-35,000.00	0.0%
5314400 · Advertising	540.89	2,436.00	-1,895.11	22.2%
5314117 · Soil Testing	1,284.20	3,000.00	-1,715.80	42.81%
Governance Training/Study	0.00	10,000.00	-10,000.00	0.0%
Hiring Costs	0.00	20,645.00	-20,645.00	0.0%
5314104 · Janitorial Services	900.00	3,784.00	-2,884.00	23.78%
5314501 · Office Rent	15,800.00	47,400.00	-31,600.00	33.33%
5314700 · Utilities	2,813.75	7,749.00	-4,935.25	36.31%
5314503 · Equipment Leases	980.88	2,699.00	-1,718.12	36.34%
5314504 · Vehicle Leases	0.00	5,221.00	-5,221.00	0.0%
5966402 · Computer Purchase	0.00	5,000.00	-5,000.00	0.0%
5314200 · Communications	1,455.27	7,385.00	-5,929.73	19.71%
5313102 · Photocopier Usage	817.77	4,059.00	-3,241.23	20.15%
5354000 · Repairs & Maintenance	0.00	5,159.00	-5,159.00	0.0%
5314502 · Site Rental	0.00	500.00	-500.00	0.0%
5313101 · Office Supplies	592.76	12,454.00	-11,861.24	4.76%
5314202 · Postage & Shipping	294.09	3,635.00	-3,340.91	8.09%
5313401 · Plants for Resale	-1,225.50	2,971.00	-4,196.50	-41.25%
5314901 · Meeting & Event Supplies	88.26	2,532.00	-2,443.74	3.49%

22

April: 33.33%

	TOTAL			
	Jan - Apr 19	Budget	\$ Over Budget	% of Budget
5313103 · Project Supplies	26.22	8,578.00	-8,551.78	0.31%
5314902 · Dues and Subscriptions	285.00	6,136.00	-5,851.00	4.64%
Board Meeting Snacks	0.00	400.00	-400.00	0.0%
5314302 · Staff - Conference & Training	0.00	5,500.00	-5,500.00	0.0%
5314306 · Board - Conference & Training	0.00	2,500.00	-2,500.00	0.0%
5314300 · Staff - Travel	366.02	5,500.00	-5,133.98	6.65%
5314301 · Board Travel	0.00	5,000.00	-5,000.00	0.0%
5314110 · Bank Fees & Interest Charges	704.96	975.00	-270.04	72.3%
5314600 · Liability Insurance Premiums	4,697.00	14,091.00	-9,394.00	33.33%
5314111 · Late Fees & Penalties	180.00	500.00	-320.00	36.0%
Reserve Fund	0.00	42,795.00	-42,795.00	0.0%
Outstanding Debt	0.00	27,000.00	-27,000.00	0.0%
Total Expense	106,145.57	583,923.00	-477,777.43	18.18%

2:44 PM

05/23/19

Accrual Basis

Thurston Conservation District
Balance Sheet
As of April 30, 2019

	<u>Apr 30, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
3088010 Checking Accounts	13,333.14
3088020 Savings Accounts	10,776.10
3088030 Counter Cash	280.00
Total Checking/Savings	<u>24,389.24</u>
Accounts Receivable	54,107.22
Other Current Assets	<u>12,735.86</u>
Total Current Assets	<u>91,232.32</u>
TOTAL ASSETS	<u><u>91,232.32</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	22,302.69
Credit Cards	17,957.11
Other Current Liabilities	<u>56,527.72</u>
Total Current Liabilities	<u>96,787.52</u>
Long Term Liabilities	<u>60,741.35</u>
Total Liabilities	<u>157,528.87</u>
Equity	<u>-66,296.55</u>
TOTAL LIABILITIES & EQUITY	<u><u>91,232.32</u></u>

Thurston Conservation District
Balance Sheet Prev Year Comparison
 As of April 30, 2019

	Apr 30, 19	Apr 30, 18	\$ Change	% Change
ASSETS				
Current Assots				
Checking/Savings				
3088010 Checking Accounts	13,333.14	51,018.00	-37,684.86	-73.9%
3088020 Savings Accounts	10,776.10	224,287.23	-213,511.13	-95.2%
3088030 Counter Cash	280.00	998.67	-718.67	-72.0%
Total Checking/Savings	24,389.24	276,303.90	-251,914.66	-91.2%
Accounts Receivable	54,107.22	90,610.17	-36,502.95	-40.3%
Other Current Assets				
3090500 Prepaid Accounts	8,532.00	7,640.00	892.00	11.7%
3092000 - 309.20.00 Cash on Hand	4,203.86	1,341.93	2,861.93	213.3%
Total Other Current Assets	12,735.86	8,981.93	3,753.93	41.8%
Total Current Assets	91,232.32	375,896.00	-284,663.68	-75.7%
TOTAL ASSETS	<u>91,232.32</u>	<u>375,896.00</u>	<u>-284,663.68</u>	<u>-75.7%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable	22,302.69	35,996.17	-13,693.48	-38.0%
Credit Cards	17,957.11	3,257.39	14,699.72	451.3%
Other Current Liabilities	56,527.72	55,143.24	1,384.48	2.5%
Total Current Liabilities	96,787.52	94,396.80	2,390.72	2.5%
Long Term Liabilities	60,741.35	208,816.03	-148,074.68	-70.9%
Total Liabilities	157,528.87	303,212.83	-145,683.96	-48.1%
Equity	-66,296.55	72,683.17	-138,979.72	-191.2%
TOTAL LIABILITIES & EQUITY	<u>91,232.32</u>	<u>375,896.00</u>	<u>-284,663.68</u>	<u>-75.7%</u>

Thurston Conservation District
Profit & Loss
 April 2019

	Apr 19
Ordinary Income/Expense	
Income	
3431100 · Retail Sales	
3431130 · Soil Testing	486.70
3431120 · Rental Income	65.94
Total 3431100 · Retail Sales	552.64
3611100 · Interest Income	0.09
3300000 · Grant Revenue	20,124.30
3685201 · Rates and Charges	23,772.30
Total Income	44,449.33
Gross Profit	44,449.33
Expense	
5966899 · Vehicle Allocation	0.00
5314999 · Overhead Allocation	0.00
5531010 · Salaries & Benefits	28,995.01
5314102 · Audit & Accounting	3,107.70
5314103 · Computer Services	642.00
5314100 · Professional Services	1,390.38
5314117 · Soil Testing	749.00
5314104 · Janitorial Services	225.00
5314501 · Office Rent	3,950.00
5314700 · Utilities	879.96
5314503 · Equipment Leases	305.99
5314200 · Communications	364.11
5313102 · Photocopier Usage	201.82
5313101 · Office Supplies	49.96
5314202 · Postage & Shipping	143.50
5313401 · Plants for Resale	-1,225.50
Project Expenses	
5314901 · Meeting & Event Supplies	104.10
5313103 · Project Supplies	131.30
5314116 · Project Equipment	1,345.83
5314113 · Teacher Substitute Stipends	3,371.12
5314112 · Bus Transportation	1,210.71
5314502 · Site Rental	259.00
Total Project Expenses	6,422.06
5314902 · Dues and Subscriptions	135.00
5314302 · Staff - Conference & Training	300.00
5314300 · Staff - Travel	170.99
5314108 · Construction & Landscaping	1,530.00
5314110 · Bank Fees & Interest Charges	195.72
5314600 · Liability Insurance Premiums	1,174.25
5314111 · Late Fees & Penalties	75.00
Total Expense	49,781.95
Net Ordinary Income	-5,332.62
Net Income	-5,332.62

Thurston Conservation District
 Profit & Loss Prev Year Comparison
 April 2019

	Apr 19	Apr 18	\$ Change	% Change
Ordinary Income/Expense				
Income				
3431100 · Retail Sales				
3411140 · TCD Equipment Rentals	0.00	392.84	-392.84	-100.0%
3431130 · Soil Testing	486.70	431.61	55.09	12.8%
3431120 · Rental Income	65.94	110.35	-44.41	-40.2%
Total 3431100 · Retail Sales	552.64	934.80	-382.16	-40.9%
3611100 · Interest Income	0.09	18.93	-18.84	-99.5%
3300000 · Grant Revenue	20,124.30	33,468.12	-13,343.82	-39.9%
3685200 · County Assessment	0.00	1,543.20	-1,543.20	-100.0%
3685201 · Rates and Charges	23,772.30	0.00	23,772.30	100.0%
3670000 · Contributions Private	0.00	50.00	-50.00	-100.0%
Total Income	44,449.33	36,015.05	8,434.28	23.4%
Gross Profit	44,449.33	36,015.05	8,434.28	23.4%
Expense				
5966699 · Vehicle Allocation	0.00	0.00	0.00	0.0%
5314999 · Overhead Allocation	0.00	0.00	0.00	0.0%
5531010 · Salaries & Benefits	28,995.01	51,298.61	-22,303.60	-43.5%
5314102 · Audit & Accounting	3,107.70	1,620.00	1,487.70	91.8%
5314103 · Computer Services	642.00	997.00	-355.00	-35.6%
5314100 · Professional Services	1,390.38	8,303.03	-6,912.65	-83.3%
5314400 · Advertising	0.00	1,354.77	-1,354.77	-100.0%
5314117 · Soil Testing	749.00	1,021.80	-272.80	-26.7%
5314104 · Janitorial Services	225.00	480.00	-255.00	-53.1%
5314501 · Office Rent	3,950.00	0.00	3,950.00	100.0%
5314700 · Utilities	879.96	1,382.68	-502.72	-36.4%
5314503 · Equipment Leases	305.99	184.67	121.32	65.7%
5314504 · Vehicle Leases	0.00	553.00	-553.00	-100.0%
5314200 · Communications	364.11	741.52	-377.41	-50.9%
5313102 · Photocopier Usage	201.82	931.38	-729.56	-78.3%
5354800 · Repairs & Maintenance	0.00	25.00	-25.00	-100.0%
5313101 · Office Supplies	49.96	116.99	-67.03	-57.3%
5314202 · Postage & Shipping	143.50	111.29	32.21	28.9%
5313401 · Plants for Resale	-1,225.50	0.00	-1,225.50	-100.0%
Project Expenses				
5314901 · Meeting & Event Supplies	104.10	434.75	-330.65	-76.1%
5313103 · Project Supplies	131.30	3,042.11	-2,910.81	-95.7%
5314116 · Project Equipment	1,345.83	0.00	1,345.83	100.0%
5314113 · Teacher Substitute Stipends	3,371.12	840.17	2,530.95	301.2%
5314112 · Bus Transportation	1,210.71	539.20	671.51	124.5%
5314502 · Site Rental	259.00	146.45	112.55	76.9%
Total Project Expenses	6,422.06	5,002.68	1,419.38	28.4%
5314902 · Dues and Subscriptions	135.00	775.00	-640.00	-82.6%
5314307 · Licenses and Permits	0.00	22.99	-22.99	-100.0%
5314302 · Staff - Conference & Training	300.00	1,560.00	-1,260.00	-80.8%
5314300 · Staff - Travel	170.99	312.36	-141.37	-45.3%
5314108 · Construction & Landscaping	1,530.00	19,563.93	-18,033.93	-92.2%
5314110 · Bank Fees & Interest Charges	195.72	181.84	13.88	7.6%
5314600 · Liability Insurance Premiums	1,174.25	1,419.25	-245.00	-17.3%
5314111 · Late Fees & Penalties	75.00	600.59	-525.59	-87.5%
Total Expense	49,781.95	98,560.38	-48,778.43	-49.5%
Net Ordinary Income	-5,332.62	-62,545.33	57,212.71	91.5%

2:53 PM
05/23/19
Accrual Basis

Thurston Conservation District
Profit & Loss Prev Year Comparison
April 2019

	Apr 19	Apr 18	\$ Change	% Change
Net Income	-5,332.62	-62,545.33	57,212.71	91.5%

1:39 PM
05/07/19

Thurston Conservation District
Reconciliation Summary
3082003 · Saving-2410 Shellfish Fund, Period Ending 04/30/2019

	<u>Apr 30, 19</u>
Beginning Balance	9,559.46
Cleared Transactions	
Deposits and Credits - 1 item	<u>0.08</u>
Total Cleared Transactions	<u>0.08</u>
Cleared Balance	<u>9,559.54</u>
Register Balance as of 04/30/2019	9,559.54
Ending Balance	9,559.54

1:39 PM
05/07/19

Thurston Conservation District
Reconciliation Detail
3082003 · Saving-2410 Shellfish Fund, Period Ending 04/30/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						9,559.46
Cleared Transactions						
Deposits and Credits - 1 Item						
Deposit	04/30/2019			X	0.08	0.08
Total Deposits and Credits					0.08	0.08
Total Cleared Transactions					0.08	0.08
Cleared Balance					0.08	9,559.54
Register Balance as of 04/30/2019					0.08	9,559.54
Ending Balance					0.08	9,559.54



Date 4/30/19

Page 1

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	4/01/19 thru 4/30/19
Previous Balance	9,559.46	Days in the statement period	30
Deposits/Credits	.00		
Checks/Debits	.00		
Service Charge	.00	Interest Earned	.08
Interest Paid	.08	Annual Percentage Yield Earned	0.01%
Ending Balance	9,559.54	2019 Interest Paid	.61



4/30	Interest Deposit	.08
------	------------------	-----

1:36 PM
05/07/19

Thurston Conservation District
Reconciliation Summary
3082002 · Saving-6568 Timberland, Period Ending 04/30/2019

	<u>Apr 30, 19</u>
Beginning Balance	1,216.55
Cleared Transactions	
Deposits and Credits - 1 Item	<u>0.01</u>
Total Cleared Transactions	<u>0.01</u>
Cleared Balance	<u>1,216.56</u>
Register Balance as of 04/30/2019	1,216.56
Ending Balance	1,216.56

32

1:38 PM
05/07/19

Thurston Conservation District
Reconciliation Detail
3082002 · Saving-6568 Timberland, Period Ending 04/30/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,216.55
Cleared Transactions						
Deposits and Credits - 1 Item						
Deposit	03/31/2019			X	0.01	0.01
Total Deposits and Credits					0.01	0.01
Total Cleared Transactions					0.01	0.01
Cleared Balance					0.01	1,216.56
Register Balance as of 04/30/2019					0.01	1,216.56
Ending Balance					0.01	1,216.56



Date 4/30/19

Page 1

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	4/01/19 thru 4/30/19
Previous Balance	1,216.55	Days in the statement period	30
Deposits/Credits	.00		
Checks/Debits	.00		
Service Charge	.00	Interest Earned	.01
Interest Paid	.01	Annual Percentage Yield Earned	0.01%
Ending Balance	1,216.56	2019 Interest Paid	.03



4/30	Interest Deposit	.01
------	------------------	-----

1:49 PM

05/07/19

Thurston Conservation District
Reconciliation Summary
3081001 - Checking-6554 Timberland, Period Ending 04/30/2019

	Apr 30, 19
Beginning Balance	40,612.86
Cleared Transactions	
Checks and Payments - 45 items	-45,154.40
Deposits and Credits - 26 Items	30,963.98
Total Cleared Transactions	-14,190.42
Cleared Balance	26,422.44
Uncleared Transactions	
Checks and Payments - 18 Items	-14,462.90
Total Uncleared Transactions	-14,462.90
Register Balance as of 04/30/2019	11,969.54
New Transactions	
Checks and Payments - 4 Items	-11,900.01
Deposits and Credits - 1 Item	4,430.89
Total New Transactions	-7,469.12
Ending Balance	4,500.42

Thurston Conservation District Reconciliation Detail

3081001 - Checking-6554 Timberland, Period Ending 04/30/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						40,612.86
Cleared Transactions						
Checks and Payments - 45 Items						
Bill Pmt -Check	02/08/2019	19895	Brighton Park Grange	X	-150.00	-150.00
Bill Pmt -Check	03/18/2019	19928	Grays Harbor Conse...	X	-1,701.91	-1,851.91
Bill Pmt -Check	03/18/2019	19938	Thurston County Ce...	X	-108.90	-1,960.81
Bill Pmt -Check	03/18/2019	19937	Susan Shelton	X	-39.18	-1,999.99
Bill Pmt -Check	03/18/2019	19925	Covabrell Coffee	X	-35.90	-2,035.89
Bill Pmt -Check	03/18/2019	19930	Mara Healy	X	-19.26	-2,055.15
Check	04/01/2019	EFT	Regence - Health C...	X	-2,770.34	-4,825.49
Bill Pmt -Check	04/05/2019	19949	Minuteman Press	X	-3,412.22	-8,237.71
Bill Pmt -Check	04/05/2019	19960	WA St University En...	X	-1,284.00	-9,521.71
Bill Pmt -Check	04/05/2019	19945	Deschutes Law Group	X	-1,170.00	-10,691.71
Bill Pmt -Check	04/05/2019	19959	WA St Auditor's Office	X	-1,151.15	-11,842.86
Bill Pmt -Check	04/05/2019	19948	Joshua Earhart	X	-1,000.00	-12,842.86
Bill Pmt -Check	04/05/2019	19961	Wells Fargo	X	-890.00	-13,732.86
Bill Pmt -Check	04/05/2019	19946	Grays Harbor Conse...	X	-614.30	-14,347.16
Bill Pmt -Check	04/05/2019	19943	Comcast	X	-373.72	-14,720.88
Bill Pmt -Check	04/05/2019	19947	Jan-Pro Cleaning Sy...	X	-225.00	-14,945.88
Bill Pmt -Check	04/05/2019	19956	Ricoh, USA Inc - Us...	X	-224.45	-15,170.33
Bill Pmt -Check	04/05/2019	19957	United Concordia In...	X	-218.38	-15,388.71
Bill Pmt -Check	04/05/2019	19953	Puget Sound Energy	X	-187.40	-15,576.11
Bill Pmt -Check	04/05/2019	19955	Ricoh USA, Inc.	X	-184.67	-15,760.78
Bill Pmt -Check	04/05/2019	19950	Olympian, The	X	-162.82	-15,923.60
Bill Pmt -Check	04/05/2019	19962	A & L Western Agric...	X	-129.60	-16,053.20
Bill Pmt -Check	04/05/2019	19952	Plioneer Fire & Secu...	X	-78.41	-16,131.61
Bill Pmt -Check	04/05/2019	19951	Petrocard	X	-68.77	-16,200.38
Bill Pmt -Check	04/05/2019	19958	VSP - Vision Care	X	-39.10	-16,239.48
Bill Pmt -Check	04/05/2019	19944	Covabrell Coffee	X	-23.94	-16,263.42
Bill Pmt -Check	04/05/2019	19954	Regence - Life Insur...	X	-23.18	-16,286.60
Liability Check	04/09/2019	EFT	WA St Dept of Reir...	X	-4,138.68	-20,425.28
Liability Check	04/09/2019	EFT	Internal Revenue Se...	X	-2,242.48	-22,667.76
Liability Check	04/09/2019	EFT	WA St Dept of Reir...	X	-50.00	-22,717.76
Liability Check	04/10/2019		QuickBooks Payroll ...	X	-8,104.15	-30,821.91
Sales Tax Payment	04/11/2019	EFT	WA St Dept of Reve...	X	-164.38	-30,976.29
Bill Pmt -Check	04/15/2019	19964	Deschutes Law Group	X	-990.00	-31,966.29
Liability Check	04/15/2019	EFT	WA St Dept of L&I	X	-738.25	-32,704.54
Liability Check	04/15/2019	EFT	WA St Dept of Empl...	X	-676.87	-33,381.41
Bill Pmt -Check	04/15/2019	19969	Puget Sound Energy	X	-388.45	-33,769.86
Bill Pmt -Check	04/15/2019	19971	Tumwater School Di...	X	-279.58	-34,049.44
Bill Pmt -Check	04/15/2019	19966	Jan-Pro Cleaning Sy...	X	-225.00	-34,274.44
Bill Pmt -Check	04/15/2019	19970	Ricoh USA, Inc.	X	-184.67	-34,459.11
Bill Pmt -Check	04/15/2019	19968	Pacific Disposal	X	-50.70	-34,509.81
Bill Pmt -Check	04/15/2019	19965	Gerald Allard	X	-43.81	-34,553.62
Bill Pmt -Check	04/15/2019	19963	Culligan Water Co.	X	-34.67	-34,588.29
Liability Check	04/23/2019	EFT	Internal Revenue Se...	X	-2,282.56	-36,870.85
Liability Check	04/23/2019	EFT	WA St Dept of Reir...	X	-50.00	-36,920.85
Liability Check	04/24/2019		QuickBooks Payroll ...	X	-8,233.55	-45,154.40
Total Checks and Payments					-45,154.40	-45,154.40
Deposits and Credits - 26 Items						
Bill Pmt -Check	12/31/2017		Robin Buckingham	X	0.00	0.00
Deposit	04/01/2019			X	6,532.49	6,532.49
Bill Pmt -Check	04/05/2019	19942	A & L Western Agric...	X	0.00	6,532.49
Deposit	04/05/2019			X	423.94	6,956.43
Paycheck	04/10/2019	dd042...	Warren, Nicole A	X	0.00	6,956.43
Paycheck	04/10/2019	dd042...	White, Nora E	X	0.00	6,956.43
Paycheck	04/10/2019	dd042...	Moorehead, Sarah	X	0.00	6,956.43
Paycheck	04/10/2019	dd042...	Healy, Mara E	X	0.00	6,956.43
Paycheck	04/10/2019	dd042...	Bishop, Stephanie E	X	0.00	6,956.43
Paycheck	04/10/2019	dd042...	Shelton, Susan A	X	0.00	6,956.43
Deposit	04/10/2019			X	23,772.30	30,728.73
Deposit	04/19/2019			X	235.25	30,963.98
Paycheck	04/25/2019	dd042...	Shelton, Susan A	X	0.00	30,963.98
Paycheck	04/25/2019	dd042...	Bishop, Stephanie E	X	0.00	30,963.98
Paycheck	04/25/2019	dd042...	Moorehead, Sarah	X	0.00	30,963.98
Paycheck	04/25/2019	dd042...	Warren, Nicole A	X	0.00	30,963.98

Thurston Conservation District Reconciliation Detail

3081001 · Checking-6554 Timberland, Period Ending 04/30/2019

Type	Date	Num	Name	Clr	Amount	Balance
Paycheck	04/25/2019	dd042...	White, Nora E	X	0.00	30,963.98
Paycheck	04/25/2019	dd042...	Healy, Mara E	X	0.00	30,963.98
Paycheck	05/02/2019	dd042...	Healy, Mara E	X	0.00	30,963.98
Paycheck	05/02/2019	dd042...	Warren, Nicole A	X	0.00	30,963.98
Paycheck	05/10/2019	dd042...	Moorehead, Sarah	X	0.00	30,963.98
Paycheck	05/10/2019	dd042...	White, Nora E	X	0.00	30,963.98
Paycheck	05/10/2019	dd042...	Bishop, Stephanie E	X	0.00	30,963.98
Paycheck	05/10/2019	dd042...	Warren, Nicole A	X	0.00	30,963.98
Paycheck	05/10/2019	dd042...	Healy, Mara E	X	0.00	30,963.98
Paycheck	05/10/2019	dd042...	Shelton, Susan A	X	0.00	30,963.98
Total Deposits and Credits					30,963.98	30,963.98
Total Cleared Transactions					-14,190.42	-14,190.42
Cleared Balance					-14,190.42	26,422.44
Uncleared Transactions						
Checks and Payments - 18 Items						
Bill Pmt -Check	02/25/2019	EFT	Culligan Water Co.		-62.82	-62.82
Bill Pmt -Check	03/01/2019	19917	Olympian, The		-162.82	-225.64
Bill Pmt -Check	04/15/2019	19972	Whitlock Limited Par...		-3,950.00	-4,175.64
Bill Pmt -Check	04/15/2019	19967	Nicole Warren		-43.17	-4,218.81
Bill Pmt -Check	04/25/2019	19984	WA St Auditor's Office		-3,053.05	-7,271.86
Bill Pmt -Check	04/25/2019	19981	Riverbend Propertle...		-1,530.00	-8,801.86
Bill Pmt -Check	04/25/2019	19976	Grays Harbor Conse...		-1,232.70	-10,034.56
Bill Pmt -Check	04/25/2019	19979	Olympia School Dist...		-1,065.78	-11,100.34
Bill Pmt -Check	04/25/2019	19986	Wells Fargo		-875.00	-11,975.34
Bill Pmt -Check	04/25/2019	19974	Deschutes Law Group		-810.00	-12,785.34
Bill Pmt -Check	04/25/2019	19977	Griffin School District		-735.53	-13,520.87
Bill Pmt -Check	04/25/2019	19982	Tumwater School Dl...		-310.20	-13,831.07
Bill Pmt -Check	04/25/2019	19973	Cascadia Conservati...		-157.68	-13,988.75
Bill Pmt -Check	04/25/2019	19980	Olympian, The		-156.05	-14,144.80
Bill Pmt -Check	04/25/2019	19978	MRSC		-135.00	-14,279.80
Bill Pmt -Check	04/25/2019	19975	Gate Community Club		-109.00	-14,388.80
Bill Pmt -Check	04/25/2019	19983	VSP - Vision Care		-39.10	-14,427.90
Bill Pmt -Check	04/26/2019	19985	WA St Dept of Retir...		-25.00	-14,452.90
Total Checks and Payments					-14,452.90	-14,452.90
Total Uncleared Transactions					-14,452.90	-14,452.90
Register Balance as of 04/30/2019					-28,643.32	11,969.54
New Transactions						
Checks and Payments - 4 Items						
Liability Check	05/01/2019		QuickBooks Payroll ...		-554.98	-554.98
Liability Check	05/01/2019	EFT	Internal Revenue Se...		-130.86	-685.84
Liability Check	05/07/2019	EFT	Internal Revenue Se...		-2,473.16	-3,159.00
Liability Check	05/09/2019		QuickBooks Payroll ...		-8,741.01	-11,900.01
Total Checks and Payments					-11,900.01	-11,900.01
Deposits and Credits - 1 Item						
Deposit	05/07/2019				4,430.89	4,430.89
Total Deposits and Credits					4,430.89	4,430.89
Total New Transactions					-7,469.12	-7,469.12
Ending Balance					-36,112.44	4,500.42



Date 4/30/19

Page 1

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

ACCOUNT SUMMARY

FREE BUSINESS CHECKING		Number of Enclosures	37
Account Number	XXXXXXXXX6554	Statement Dates	4/01/19 thru 4/30/19
Previous Balance	40,612.86	Days in the statement period	30
4 Deposits/Credits	30,963.98		
45 Checks/Debits	45,154.40		
Service Charge	.00		
Interest Paid	.00		
Current Balance	26,422.44		

DEPOSITS AND ADDITIONS

DATE	DESCRIPTION	AMOUNT
4/01	Deposit/Credit	6,532.49
4/05	Deposit/Credit	423.94
4/10	CITYREMIT TCTREASURER 1104	23,772.30
	CCD	
4/19	Deposit/Credit	235.25

CHECKS AND PAYMENTS

DATE	DESCRIPTION	AMOUNT
4/08	REGENCE BL InstaMed	2,770.34-
	CCD	
4/10	USATAXPYMT IRS	2,242.48-
	CCD	
4/10	QUICKBOOKS INTUIT PAYROLL S	8,104.15-
	CCD	
4/11	DRS EPAY WA DEPT RET SYS	50.00-
	CCD	
4/11	DRS EPAY WA DEPT RET SYS	4,138.68-
	CCD	
4/15	TAX PYMT WA DEPT REVENUE	154.38-
	CCD	
4/16	ESD ACH 6 STATE OF WA-ESD	676.87-
	CCD	
4/16	L&I ELF LABOR&INDUSTRIES	738.25-
	CCD	



FREE BUSINESS CHECKING

XXXXXXXXXX6554 (Continued)

DATE	DESCRIPTION	AMOUNT
4/23	USATAXPYMT IRS CCD	2,282.56-
4/24	QUICKBOOKS INTUIT PAYROLL S CCD	8,233.55-
4/25	DRS EPAY WA DEPT RET SYS CCD	50.00-

DATE	CHECK NUMBER	AMOUNT	DATE	CHECK NUMBER	AMOUNT
4/18	19895	150.00	4/15	19955	184.67
4/18	19925*	35.90	4/16	19956	224.45
4/02	19928*	1,701.91	4/18	19957	218.38
4/01	19930*	19.26	4/18	19958	39.10
4/16	19937*	39.18	4/15	19959	1,151.15
4/03	19938	108.90	4/16	19960	1,284.00
4/18	19944*	23.94	4/16	19961	890.00
4/18	19945	1,170.00	4/19	19962	129.60
4/16	19946	614.30	4/24	19963	34.67
4/15	19947	225.00	4/24	19964	990.00
4/12	19948	1,000.00	4/24	19965	43.81
4/16	19949	3,412.22	4/23	19966	225.00
4/18	19950	162.82	4/26	19968*	50.70
4/16	19951	68.77	4/24	19969	388.45
4/15	19952	78.41	4/24	19970	184.67
4/15	19953	187.40	4/29	19971	279.58
4/15	19954	23.18	4/17	79943*	373.72

* Denotes missing check numbers

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
4/01	47,126.09	4/11	52,205.87	4/19	39,185.43
4/02	45,424.18	4/12	51,205.87	4/23	36,677.87
4/03	45,315.28	4/15	49,201.68	4/24	26,802.72
4/05	45,739.22	4/16	41,253.64	4/25	26,752.72
4/08	42,968.88	4/17	40,879.92	4/26	26,702.02
4/10	50,394.55	4/18	39,079.78	4/29	26,422.44

THURSTON CONSERVATION DISTRICT
2818 FERGUSON ST. SUITE A
TUMWATER, WA 98147-4187
360-734-3344

THURBERLAND BANK
423 WASHINGTON STREET SE
OLYMPIA, WA 98501

19895
3/18/2018

PAY TO THE ORDER OF: **Bigan Park Garage**
One Hundred Fifty and 00/100

\$ 150.00

MEMO: Bigan Park Garage
815 73rd Ave SE
Tumwater, WA 98501

THURSTON CONSERVATION DISTRICT
Paul St. Peter
Daisy Rieck

⑆019949⑆ ⑆1325170754⑆ 490006554⑆

Check 19895 Date: 04/18 Amount: \$150.00

THURSTON CONSERVATION DISTRICT
2818 FERGUSON ST. SUITE A
TUMWATER, WA 98147-4187
360-734-3344

THURBERLAND BANK
423 WASHINGTON STREET SE
OLYMPIA, WA 98501

19025
3/18/2018

PAY TO THE ORDER OF: **Corvair's Coffee**
Thirty Five and 50/100

\$ 35.00

MEMO: Corvair's Coffee
8604 18th Avenue Dr. SW
Olympia, WA 98512

THURSTON CONSERVATION DISTRICT
Paul St. Peter
Daisy Rieck

⑆019925⑆ ⑆1325170754⑆ 490006554⑆

Check 19025 Date: 04/18 Amount: \$35.00

THURSTON CONSERVATION DISTRICT
2818 FERGUSON ST. SUITE A
TUMWATER, WA 98147-4187
360-734-3344

THURBERLAND BANK
423 WASHINGTON STREET SE
OLYMPIA, WA 98501

19928
3/18/2018

PAY TO THE ORDER OF: **Greys Harbor Convention District**
One Thousand Seven Hundred Gas and 9/100

\$ 1,701.91

MEMO: Greys Harbor Convention District
330 Pioneer Avenue West
Montesano, WA 98263-4199

THURSTON CONSERVATION DISTRICT
Paul St. Peter
Daisy Rieck

⑆019928⑆ ⑆1325170754⑆ 490006554⑆

Check 19928 Date: 04/02 Amount: \$1,701.91

THURSTON CONSERVATION DISTRICT
2818 FERGUSON ST. SUITE A
TUMWATER, WA 98147-4187
360-734-3344

THURBERLAND BANK
423 WASHINGTON STREET SE
OLYMPIA, WA 98501

19930
3/18/2018

PAY TO THE ORDER OF: **Max Healy**
Ten and 20/100

\$ 19.28

MEMO: Max Healy

THURSTON CONSERVATION DISTRICT
Paul St. Peter
Daisy Rieck

⑆019930⑆ ⑆1325170754⑆ 490006554⑆

Check 19930 Date: 04/01 Amount: \$19.28

THURSTON CONSERVATION DISTRICT
2818 FERGUSON ST. SUITE A
TUMWATER, WA 98147-4187
360-734-3344

THURBERLAND BANK
423 WASHINGTON STREET SE
OLYMPIA, WA 98501

19037
3/18/2018

PAY TO THE ORDER OF: **Bryan Ebeles**
Thirty Nine and 12/100

\$ 39.18

MEMO: Bryan Ebeles

THURSTON CONSERVATION DISTRICT
Paul St. Peter
Daisy Rieck

⑆019937⑆ ⑆1325170754⑆ 490006554⑆

Check 19937 Date: 04/16 Amount: \$39.18

THURSTON CONSERVATION DISTRICT
2818 FERGUSON ST. SUITE A
TUMWATER, WA 98147-4187
360-734-3344

THURBERLAND BANK
423 WASHINGTON STREET SE
OLYMPIA, WA 98501

19938
3/18/2018

PAY TO THE ORDER OF: **Thurston County Central Services**
One Hundred Eight and 90/100

\$ 108.90

MEMO: Thurston County Central Services
40141 Thompson Road
2097 Lakemont Drive SW
Olympia, WA 98502

THURSTON CONSERVATION DISTRICT
Paul St. Peter
Daisy Rieck

⑆019938⑆ ⑆1325170754⑆ 490006554⑆

Check 19938 Date: 04/03 Amount: \$108.90

THURSTON CONSERVATION DISTRICT
2818 FERGUSON ST. SUITE A
TUMWATER, WA 98147-4187
360-734-3344

THURBERLAND BANK
423 WASHINGTON STREET SE
OLYMPIA, WA 98501

19944
4/8/2018

PAY TO THE ORDER OF: **Corvair's Coffee**
Twenty Three and 50/100

\$ 23.54

MEMO: Corvair's Coffee
8604 18th Avenue Dr. SW
Olympia, WA 98512

THURSTON CONSERVATION DISTRICT
Paul St. Peter
Daisy Rieck

⑆019944⑆ ⑆1325170754⑆ 490006554⑆

Check 19944 Date: 04/18 Amount: \$23.54

THURSTON CONSERVATION DISTRICT
2818 FERGUSON ST. SUITE A
TUMWATER, WA 98147-4187
360-734-3344

THURBERLAND BANK
423 WASHINGTON STREET SE
OLYMPIA, WA 98501

19946
4/28/2018

PAY TO THE ORDER OF: **David Lee Law Group**
One Thousand One Hundred Twenty and 00/100

\$ 1,170.00

MEMO: David Lee Law Group
408 Union Ave. SE, Suite 200
Olympia, WA 98501

THURSTON CONSERVATION DISTRICT
Paul St. Peter
Daisy Rieck

⑆019946⑆ ⑆1325170754⑆ 490006554⑆

Check 19946 Date: 04/18 Amount: \$1,170.00

THURSTON CONSERVATION DISTRICT
2818 FERGUSON ST. SUITE A
TUMWATER, WA 98147-4187
360-734-3344

THURBERLAND BANK
423 WASHINGTON STREET SE
OLYMPIA, WA 98501

19948
4/9/2018

PAY TO THE ORDER OF: **Greys Harbor Convention District**
Six Hundred Fourteen and 00/100

\$ 614.20

MEMO: Greys Harbor Convention District
330 Pioneer Avenue West
Montesano, WA 98263-4199

THURSTON CONSERVATION DISTRICT
Paul St. Peter
Daisy Rieck

⑆019948⑆ ⑆1325170754⑆ 490006554⑆

Check 19948 Date: 04/18 Amount: \$614.20

THURSTON CONSERVATION DISTRICT
2818 FERGUSON ST. SUITE A
TUMWATER, WA 98147-4187
360-734-3344

THURBERLAND BANK
423 WASHINGTON STREET SE
OLYMPIA, WA 98501

19947
4/9/2018

PAY TO THE ORDER OF: **Jan Pro Cleaning Systems**
Two Hundred Twenty Three and 00/100

\$ 225.00

MEMO: Jan Pro Cleaning Systems
200 South 33rd St, Suite 201
Federal Way, WA 98003

THURSTON CONSERVATION DISTRICT
Paul St. Peter
Daisy Rieck

⑆019947⑆ ⑆1325170754⑆ 490006554⑆

Check 19947 Date: 04/15 Amount: \$225.00

THURSTON CONSERVATION DISTRICT
2818 FERGUSON ST. SUITE A
TUMWATER, WA 98147-4187
360-734-3344

THURBERLAND BANK
423 WASHINGTON STREET SE
OLYMPIA, WA 98501

19946
4/9/2018

PAY TO THE ORDER OF: **Joshua Earhart**
One Thousand and 00/100

\$ 1,000.00

MEMO: Joshua Earhart

THURSTON CONSERVATION DISTRICT
Paul St. Peter
Daisy Rieck

⑆019946⑆ ⑆1325170754⑆ 490006554⑆

Check 19946 Date: 04/12 Amount: \$1,000.00

THURSTON CONSERVATION DISTRICT
2818 FERGUSON ST. SUITE A
TUMWATER, WA 98147-4187
360-734-3344

THURBERLAND BANK
423 WASHINGTON STREET SE
OLYMPIA, WA 98501

19940
4/9/2018

PAY TO THE ORDER OF: **Edwinson Plaza**
Three Thousand Four Hundred Twenty and 22/100

\$ 3,412.22

MEMO: Edwinson Plaza
1975 Duck Lake Blvd.
Olympia, WA 98502

THURSTON CONSERVATION DISTRICT
Paul St. Peter
Daisy Rieck

⑆019940⑆ ⑆1325170754⑆ 490006554⑆

Check 19940 Date: 04/18 Amount: \$3,412.22

THURSTON CONSERVATION DISTRICT
318 FERGUSON ST SW, SUITE A
TUMWATER, WA 98512-4187
360-764-3584

THURSTON CONSERVATION DISTRICT
423 WASHINGTON STREET SE
OLYMPIA, WA 98501

19982
4/5/2019

PAY TO THE ORDER OF
A & L Western Agricultural Laboratories
One Hundred Twenty Five and 00/100

\$ 128.00

THURSTON CONSERVATION DISTRICT
DOLLARS

A & L Western Agricultural Laboratories
1211 Woodland Avenue, Suite 81
Marysville, CA 95901

MEMO
0
0

⑆019962⑆ ⑆325170754⑆ 490006554⑆

Check 19982 Date: 04/19 Amount: \$128.00

THURSTON CONSERVATION DISTRICT
318 FERGUSON ST SW, SUITE A
TUMWATER, WA 98512-4187
360-764-3584

THURSTON CONSERVATION DISTRICT
423 WASHINGTON STREET SE
OLYMPIA, WA 98501

19983
4/5/2019

PAY TO THE ORDER OF
Olyghan Water Co.
Twenty Four and 00/100

\$ 34.87

THURSTON CONSERVATION DISTRICT
DOLLARS

Olyghan Water Co.
2728 E. Longview Ave
Coke 1
Spokane, WA 99217

MEMO
0
0

⑆019963⑆ ⑆325170754⑆ 490006554⑆

Check 19983 Date: 04/24 Amount: \$34.87

THURSTON CONSERVATION DISTRICT
318 FERGUSON ST SW, SUITE A
TUMWATER, WA 98512-4187
360-764-3584

THURSTON CONSERVATION DISTRICT
423 WASHINGTON STREET SE
OLYMPIA, WA 98501

19984
4/5/2019

PAY TO THE ORDER OF
Dredge/Lin Group
Five Hundred Ninety and 00/100

\$ 900.00

THURSTON CONSERVATION DISTRICT
DOLLARS

Dredge/Lin Group
400 Union Ave. SE, Suite 200
Olympia, WA 98501

MEMO
0
0

⑆019964⑆ ⑆325170754⑆ 490006554⑆

Check 19984 Date: 04/24 Amount: \$900.00

THURSTON CONSERVATION DISTRICT
318 FERGUSON ST SW, SUITE A
TUMWATER, WA 98512-4187
360-764-3584

THURSTON CONSERVATION DISTRICT
423 WASHINGTON STREET SE
OLYMPIA, WA 98501

19985
4/5/2019

PAY TO THE ORDER OF
Gerald Alford
Forty Three and 81/100

\$ 43.81

THURSTON CONSERVATION DISTRICT
DOLLARS

Gerald Alford
3411 8th Avenue
Olympia, WA 98502

MEMO
0
0

⑆019965⑆ ⑆325170754⑆ 490006554⑆

Check 19985 Date: 04/24 Amount: \$43.81

THURSTON CONSERVATION DISTRICT
318 FERGUSON ST SW, SUITE A
TUMWATER, WA 98512-4187
360-764-3584

THURSTON CONSERVATION DISTRICT
423 WASHINGTON STREET SE
OLYMPIA, WA 98501

19986
4/5/2019

PAY TO THE ORDER OF
Jan Pro Clearing Systems
Two Hundred Twenty Five and 00/100

\$ 225.00

THURSTON CONSERVATION DISTRICT
DOLLARS

Jan Pro Clearing Systems
590 South 33rd St, Suite 201
Federal Way, WA 98003

MEMO
0
0

⑆019966⑆ ⑆325170754⑆ 490006554⑆

Check 19986 Date: 04/23 Amount: \$225.00

THURSTON CONSERVATION DISTRICT
318 FERGUSON ST SW, SUITE A
TUMWATER, WA 98512-4187
360-764-3584

THURSTON CONSERVATION DISTRICT
423 WASHINGTON STREET SE
OLYMPIA, WA 98501

19988
4/5/2019

PAY TO THE ORDER OF
P&O Disposal
Eight and 10/100

\$ 60.70

THURSTON CONSERVATION DISTRICT
DOLLARS

Laney - Pacific Disposal
A Waste Contractors Company
2918 Hudson Bay Blvd E
Lacey, WA 98519-3133

MEMO
0
0

⑆019968⑆ ⑆325170754⑆ 490006554⑆

Check 19988 Date: 04/28 Amount: \$60.70

THURSTON CONSERVATION DISTRICT
318 FERGUSON ST SW, SUITE A
TUMWATER, WA 98512-4187
360-764-3584

THURSTON CONSERVATION DISTRICT
423 WASHINGTON STREET SE
OLYMPIA, WA 98501

19989
4/5/2019

PAY TO THE ORDER OF
Pugel Sound Energy
Three Hundred Eighty Eight and 42/100

\$ 388.45

THURSTON CONSERVATION DISTRICT
DOLLARS

Pugel Sound Energy
Puyallup Processing Center, BOT 61H
PO Box 9159
Olympia, WA 98509-9159

MEMO
0
0

⑆019989⑆ ⑆325170754⑆ 490006554⑆

Check 19989 Date: 04/24 Amount: \$388.45

THURSTON CONSERVATION DISTRICT
318 FERGUSON ST SW, SUITE A
TUMWATER, WA 98512-4187
360-764-3584

THURSTON CONSERVATION DISTRICT
423 WASHINGTON STREET SE
OLYMPIA, WA 98501

19970
4/5/2019

PAY TO THE ORDER OF
Rosh USA, Inc.
One Hundred Eighty Four and 87/100

\$ 184.87

THURSTON CONSERVATION DISTRICT
DOLLARS

Rosh USA, Inc.
PO Box 82073
Dallas, TX 75285

MEMO
0
0

⑆019970⑆ ⑆325170754⑆ 490006554⑆

Check 19970 Date: 04/24 Amount: \$184.87

THURSTON CONSERVATION DISTRICT
318 FERGUSON ST SW, SUITE A
TUMWATER, WA 98512-4187
360-764-3584

THURSTON CONSERVATION DISTRICT
423 WASHINGTON STREET SE
OLYMPIA, WA 98501

19971
4/5/2019

PAY TO THE ORDER OF
Turnwater School District
Two Hundred Ninety Five and 00/100

\$ 279.68

THURSTON CONSERVATION DISTRICT
DOLLARS

Turnwater School District
831 Lakewood Avenue SW
Tumwater, WA 98512-8199

MEMO
0
0

⑆019971⑆ ⑆325170754⑆ 490006554⑆

Check 19971 Date: 04/29 Amount: \$279.68

THURSTON CONSERVATION DISTRICT
318 FERGUSON ST SW, SUITE A
TUMWATER, WA 98512-4187
360-764-3584

THURSTON CONSERVATION DISTRICT
423 WASHINGTON STREET SE
OLYMPIA, WA 98501

19943
4/5/2019

PAY TO THE ORDER OF
Council
Three Hundred Seventy Three and 71/100

\$ 373.72

THURSTON CONSERVATION DISTRICT
DOLLARS

Council
PO Box 3474
Burlingame, WA 98148-1741

MEMO
0
0

⑆019943⑆ ⑆325170754⑆ 490006554⑆

Check 19943 Date: 04/17 Amount: \$373.72

1:05 PM
05/15/19

Thurston Conservation District
Reconciliation Summary
Wells Fargo, Period Ending 04/18/2019

	Apr 18, 19
Beginning Balance	17,796.77
Cleared Transactions	
Charges and Cash Advances - 16 Items	-1,276.54
Payments and Credits - 2 Items	1,579.00
Total Cleared Transactions	302.46
Cleared Balance	17,494.31
Uncleared Transactions	
Charges and Cash Advances - 1 Item	-41.50
Total Uncleared Transactions	-41.50
Register Balance as of 04/18/2019	17,535.81
New Transactions	
Charges and Cash Advances - 17 Items	-1,141.55
Payments and Credits - 2 Items	1,141.00
Total New Transactions	-0.55
Ending Balance	17,536.36

1:05 PM
05/15/19

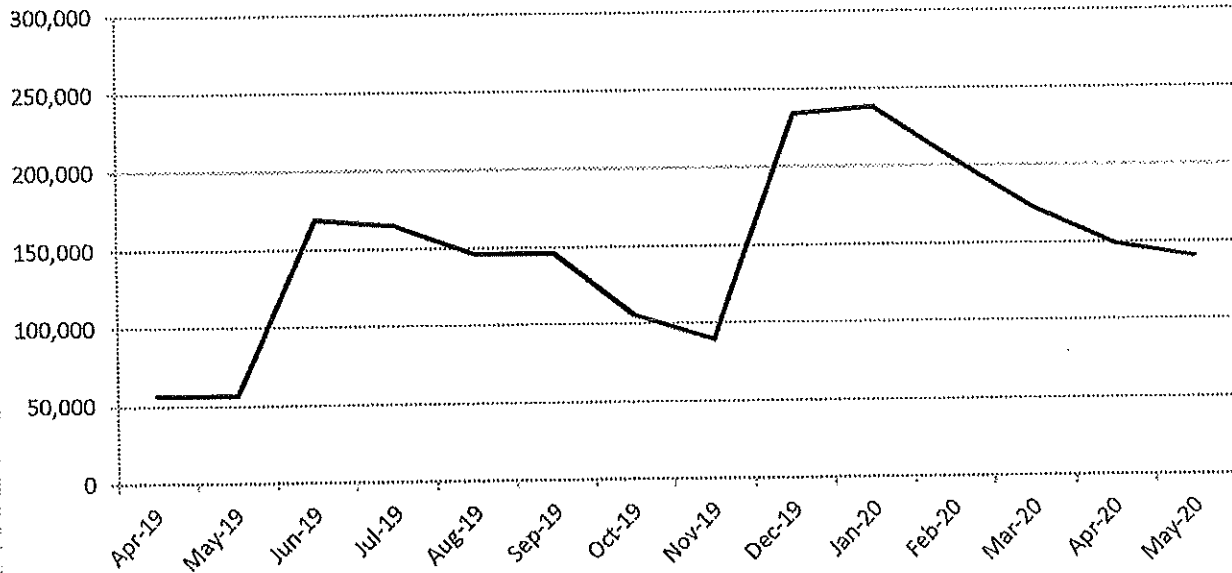
**Thurston Conservation District
Reconciliation Detail
Wells Fargo, Period Ending 04/18/2019**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						17,796.77
Cleared Transactions						
Charges and Cash Advances - 16 Items						
Credit Card Charge	03/15/2019	8626	Crains Office Supply	X	-39.19	-39.19
Credit Card Charge	03/18/2019	8575	Domino's	X	-56.75	-95.94
Credit Card Charge	03/21/2019	8179	UPS	X	-13.15	-109.09
Credit Card Charge	03/28/2019	8181	UPS	X	-16.30	-125.39
Credit Card Charge	04/04/2019	8527	US Postal Service	X	-31.40	-156.79
Credit Card Charge	04/04/2019		UPS	X	-16.30	-173.09
Credit Card Charge	04/05/2019	8579	Thurston Climate Ac...	X	-30.00	-203.09
Credit Card Charge	04/07/2019		T Sheets	X	-54.65	-257.74
Credit Card Charge	04/09/2019		CalltoPark	X	-18.20	-275.94
Credit Card Charge	04/10/2019	8631	Uline	X	-51.59	-327.53
Credit Card Charge	04/11/2019	8632	Forestry Supplies	X	-407.32	-734.85
Credit Card Charge	04/11/2019	8633	UPS	X	-10.54	-745.39
Credit Card Charge	04/12/2019		Wells Fargo	X	-75.00	-820.39
Credit Card Charge	04/16/2019	01621	Northwest Aquatic &...	X	-270.00	-1,090.39
Credit Card Charge	04/16/2019	8637	US Postal Service	X	-19.95	-1,110.34
Credit Card Charge	04/17/2019			X	-166.20	-1,276.54
Total Charges and Cash Advances					-1,276.54	-1,276.54
Payments and Credits - 2 Items						
Check	03/21/2019	EFT	Wells Fargo	X	689.00	689.00
Bill	03/29/2019		Wells Fargo	X	890.00	1,579.00
Total Cleared Transactions					302.46	302.46
Cleared Balance					-302.46	17,494.31
Uncleared Transactions						
Charges and Cash Advances - 1 Item						
Credit Card Charge	04/18/2019	8642	Target		-41.50	-41.50
Total Charges and Cash Advances					-41.50	-41.50
Total Uncleared Transactions					-41.50	-41.50
Register Balance as of 04/18/2019					-260.96	17,535.81
New Transactions						
Charges and Cash Advances - 17 Items						
Credit Card Charge	04/19/2019		AmScope		-194.53	-194.53
Credit Card Charge	04/22/2019	8639	Inspect USA		-210.86	-405.39
Credit Card Charge	04/22/2019	8641	US Postal Service		-14.35	-419.74
Credit Card Charge	04/22/2019	8640	UPS		-12.11	-431.85
Credit Card Charge	04/22/2019	8643	Target		-5.24	-437.09
Credit Card Charge	04/25/2019	8644	Sierra		-163.94	-601.03
Credit Card Charge	04/25/2019	8645	Amazon		-26.22	-627.25
Credit Card Charge	04/25/2019	8647	UPS		-12.11	-639.36
Credit Card Charge	04/26/2019	8646	US Postal Service		-12.95	-652.31
Credit Card Charge	04/29/2019		Target		-9.93	-662.24
Credit Card Charge	04/30/2019		UPS		-13.79	-676.03
Credit Card Charge	05/01/2019	18584...	Crains Office Supply		-104.34	-780.37
Credit Card Charge	05/02/2019	8652	UPS		-16.30	-796.67
Credit Card Charge	05/09/2019		United Pacific		-40.14	-836.81
Credit Card Charge	05/09/2019	8658	UPS		-10.28	-847.09
Credit Card Charge	05/09/2019	8657	Capitol Campus Par...		-4.00	-851.09
Credit Card Charge	05/13/2019	144515	Forestry Supplies		-290.46	-1,141.55
Total Charges and Cash Advances					-1,141.55	-1,141.55
Payments and Credits - 2 Items						
Bill	04/25/2019		Wells Fargo		875.00	875.00
Credit Card Credit	05/01/2019		Forestry Supplies		266.00	1,141.00
Total Now Transactions					-0.55	-0.55
Ending Balance					-260.41	17,536.36

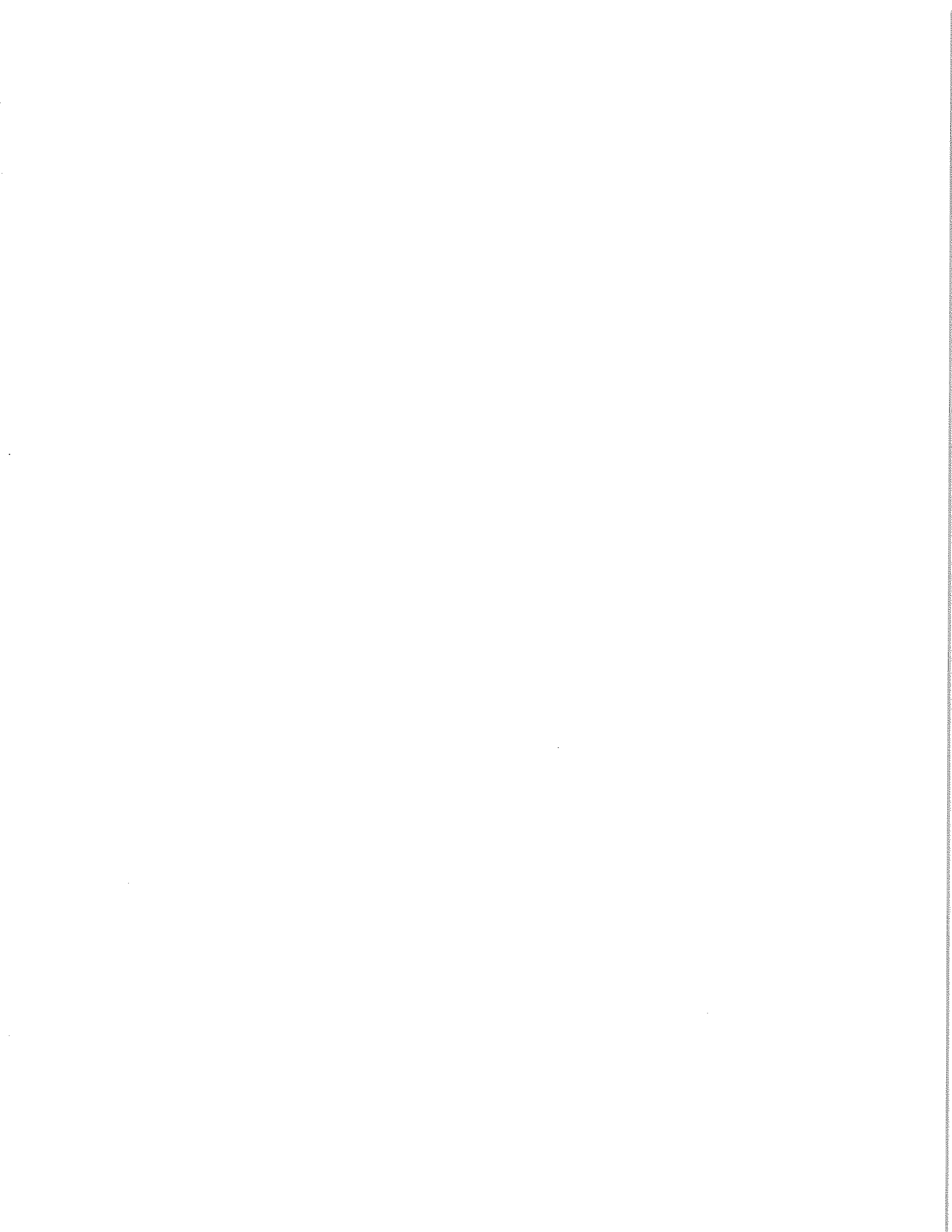
44

TCD Cash Flow Analysis
As of 04/30/2019

Thurston Conservation District
Cash Flow Analysis
Apr 2019 - May 2020



A Cash Flow analysis is typically calculated for six months or less. Extending a Cash Flow analysis beyond this duration increases the number of assumptions required for the analysis, which in turn decreases the accuracy of the results. The main takeaway from this analysis is that at this point in time, it appears that TCD should have sufficient cash flow throughout 2019 and into the first quarter 2020, based on our approved 2019 Budget (staffing and expenses).





Thurston Conservation District

RESOLUTION

Resolution #2018-01

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

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

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

SECTION 1. FINDINGS AND DETERMINATIONS.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- 1.8.1 Services furnished, to be furnished, or available to landowners in the District;
- 1.8.2 Benefits received, or to be received, or available to property in the District;
- 1.8.3 The character and use of land in the District;
- 1.8.4 The nonprofit public benefit status of land users in the District;
- 1.8.5 The income level of persons served or provided benefits, including senior citizens and disabled persons; and
- 1.8.6 Other matters that present a reasonable difference as a grounds for distinction among properties.

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

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

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

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

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

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

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

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

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

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

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

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

SECTION 2. DEFINITIONS.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SECTION 6. EFFECTIVE DATE.

This Resolution shall become effective immediately upon its adoption.

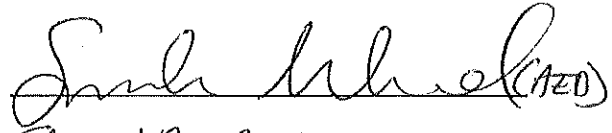
ADOPTED BY THE BOARD OF THE THURSTON CONSERVATION DISTRICT,
WASHINGTON ON MAY 29, 2018 AND EFFECTIVE IMMEDIATELY.

SIGNED:



Eric Johnson, Board Chair

ATTEST:


SARAH MOOREHEAD
Name, title INTERIM EXECUTIVE DIRECTOR



Thurston Conservation District

RESOLUTION

Resolution #2018-02

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

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

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

SECTION 1. FINDINGS AND DETERMINATIONS.

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

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

SECTION 2. APPEAL OF RATES.

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

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

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

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

2.5 Hearing Process.

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

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

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

A. Opening Statements.

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

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

D. Closing Argument.

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

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

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

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

SECTION 3. EXECUTIVE DIRECTOR AUTHORITY.

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

SECTION 4. RATIFICATION AND CONFIRMATION.

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

SECTION 5. EFFECTIVE DATE.

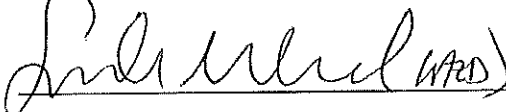
This Resolution shall become effective immediately upon its adoption.

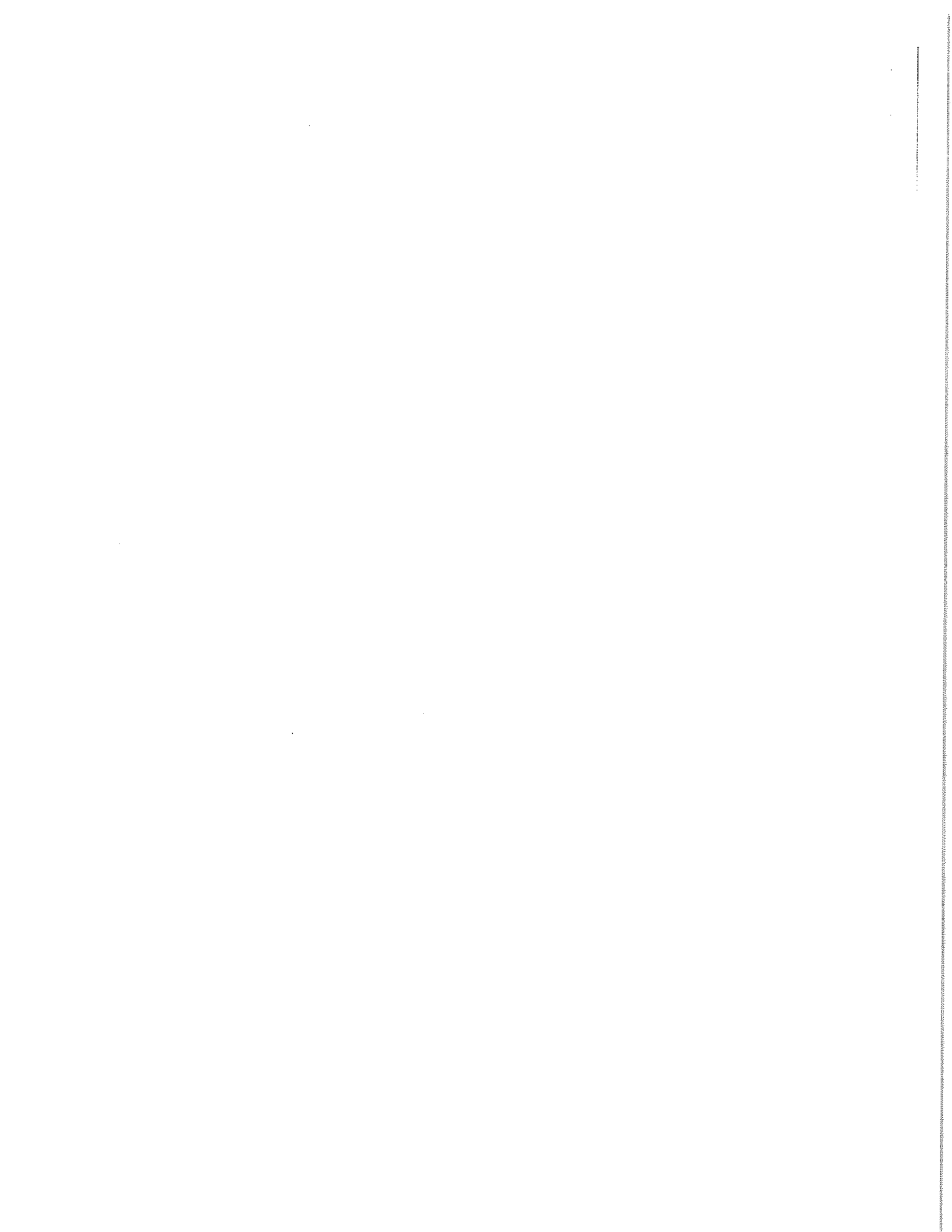
**ADOPTED BY THE BOARD OF THE THURSTON CONSERVATION DISTRICT,
WASHINGTON ON MAY 29, 2018 AND EFFECTIVE IMMEDIATELY.**

SIGNED:


Eric Johnson, Board Chair

ATTEST:


SARAH MOREHEAD
Name, title INTERIM EXECUTIVE
DIRECTOR



4





Interim Executive Director Decision Recommendation

RE: 2019 TCD Annual Plan

Decision

Consider approval of Thurston Conservation District's 2019 Annual Plan.

Description

The purpose of the Annual Plan is to create an organizational work plan outlining the specific goals and priority resource areas that our district will address in this fiscal year. The plan aligns our 5-Year Strategic Plan goals to our approved Annual Budget, thereby creating our annual plan of work for 2019.

Cost

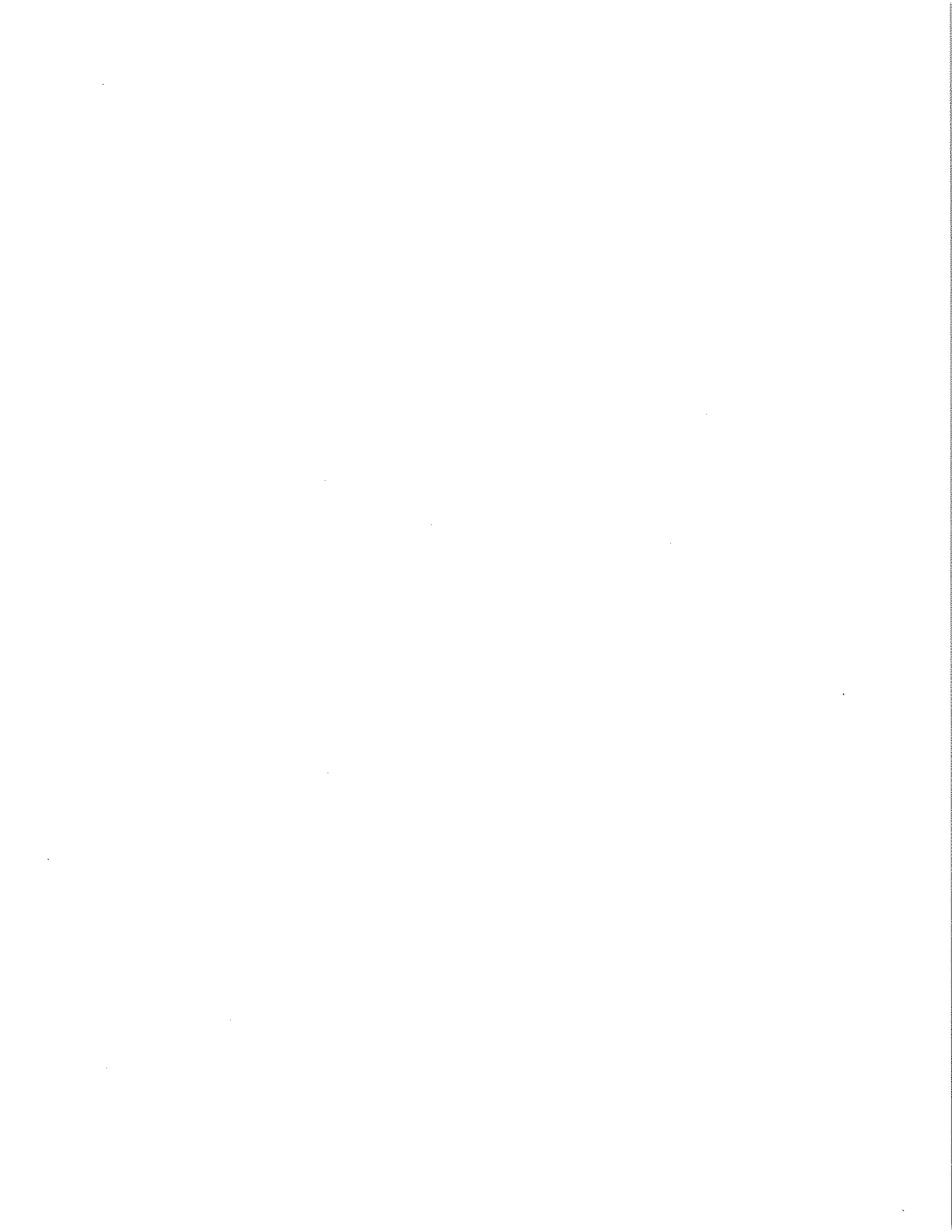
To maintain CAPP compliance and full Washington State Conservation Commission's (WSCC) funding eligibility, this plan must be approved and submitted to WSCC by May 31st, 2019.

Benefit

Submitting an approved Annual Plan by May 31st, 2019 is a requirement of the WSCC's Conservation Accountability and Performance Program (CAPP).

Staff Recommendation

Approve



2019 Annual Work Plan (1/1/19 – 12/31/19) Thurston Conservation District



For More Information Contact:
Sarah Moorehead, Interim Executive Director
360.754.3588, x136; smoorehead@thurstoncd.com

Mission of the Thurston Conservation District

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

Natural Resource Priorities

1. Water Quality and Quantity

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

2. Protect and Restore Ecosystems

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

3. Producer Support and Preservation of Working Lands

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

4. Urban and Rural Land Stewardship

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

5. Local Food Production and Consumption

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

6. Climate Change Adaptability

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

natural resources in response to climate change. In addition, we strive as an organization to demonstrate sustainable practices in our work and office culture.

Operations: Information / Education Priorities and District Operations

1. Community Outreach and Engagement

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

2. Adult and Youth Conservation Education

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

3. District Operations

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

2019 Annual Work Plan Thurston Conservation District



Natural Resource Program Areas: Water Quality and Quantity

Goal(s): Provide education and technical assistance to all land owners/operators within our district that aims to inform and mitigate the individual's impact to water quality and quantity. We strive for clean drinking water, the upgrade of 303(d) listed stream segments, meeting Total Maximum Daily Load (TMDL) pollution reduction targets, and upgrades to commercial and recreational shellfish harvesting areas

Funding Source(s): [Rates & Charges](#), [Washington State Conservation Commission \(WSCC\)](#), [South Sound GREEN Program \(SSG\)](#), [PSP Near Term Action](#), [Service Fees \(Soil Testing\)](#)

Strategic Plan Goal ¹	Activities for 2019	Target Dates	Position Responsible ²	Funded Costs	Notes
1	Assist 5 shoreline landowners (in areas identified by NPS tool as med/high priority) to implement practices that support water quality and quantity SPGoal (SPG): 50 by 2022 By 2022, Thurston Conservation District will successfully garner funds to implement a Shore Friendly Thurston program	12/31/19	Conservation Manager Habitat Spec SSG Manager	\$10,000	
2	SPG same as above Restore ½ mile of riverine, marine, and wetland conditions to achieve functionality (either directly or facilitated by TCD) SPG: 2 miles by 2022	Ongoing	Conservation Manager SSG Manager	\$5,000	
5		12/31/19	Habitat Specialist	\$19,483	

¹Reference Natural Resource Goals identified in TCD's 2017-2022 5-Year Plan

² First position listed indicates project/program lead

Strategic Plan Goal ³	Activities for 2019	Target Dates	Position Responsible ⁴	Funded Costs	Notes
8	1,200 youth will collect water quality data on more than 46 monitoring sites through the South Sound GREEN (SSG) program and share this data with community partners SPG: 6k by 2022	12/31/19	SSG Manager SSG Assistant	Funding included in activity #68	
9	Assist 3 landowner(s) to implement water use efficiencies SPG: 20 by 2022	12/31/19	Conservation Manager Resource Specialist Habitat Specialist Resource Tech	Pending funding	
11	Efforts supported by TCD to reduce nonpoint source pollution, resulting in the upgrade of 15 acres of shellfish beds and no new downgrades in any shellfish area. SPG: 75 by 2022	12/31/19	Resource Specialist Habitat Specialist Resource Tech	\$30,000	
12	Host 2 workshops addressing agricultural practices impacting surface/groundwater SPG: 50 by 2022	12/31/19	Outreach Specialist Resource Specialist Habitat Specialist Resource Tech	\$10,000	
13	Provide 150 soils tests SPG: 150 annually	12/31/19	Resource Tech	\$14,240	
*	Participate in Puget Sound CD Caucus by attending at least 75% of meetings and be involved in coordinated efforts Not in SP; Carry over from 2016 AP	Ongoing	Exec Director Board Rep	\$5,000	
Total Funded Cost of 2019 Water Quality and Quantity Activities				\$93,722	

³Reference Natural Resource Goals identified in TCD's 2017-2022 5-Year Plan

⁴ First position listed indicates project/program lead

Natural Resource Program Areas: Protect and Restore Ecosystems

Goal(s): Provide educational, technical, and cost share assistance to support landowner stewardship of ecosystem resources and continue to engage the community to raise awareness of the vital roles our critical ecosystems and their processes.

Funding Source(s): [Rates & Charges](#), [Washington State Conservation Commission \(WSCC\)](#)

Strategic Plan Goal	Activities for 2019	Target Dates	Position Responsible	Funded Costs	Notes
14	Facilitate the protection of 200 acres to increase ecosystem protection SPG: 1,000 by 2022	12/31/19	Conservation Manager Habitat Specialist	\$31,850	
15	Facilitate enrollment of 15 acres in the Conservation Reserve Enhancement Program (CREP) SPG: 200 by 2022	12/31/19	Habitat Specialist	\$38,602	*Pending enrollment availability through FSA \$19,483
16	Seek funding as appropriate to implement one (1) culvert/barrier removal project SPG: 2 barriers, opening 3 mi habitat by 2022	Ongoing	Conservation Manager Habitat Specialist	*Pending funding	
17	Facilitate the restoration of 50 acres of degraded habitat SPG: 100 acres by 2022	Ongoing	Conservation Manager SSG Manager Habitat Specialist	\$71,183	
18	Work with partners to identify priority areas and actions for each watershed and collaborate for implementation SPG: Same as above	Ongoing	Conservation Manager SSG Manager Habitat Specialist Executive Director	\$5,000	
Total Funded Cost of 2019 Protect and Restore Ecosystems Activities				\$146,635	

Natural Resource Program Areas: Producer Support and Preservation of Working Lands

Goal(s): Provide technical assistance and conservation planning services to landowners/operators. Assist with implementation of Best Management Practices. Serve as the technical provider for the Voluntary Stewardship Program. Assist new and beginning working lands managers (commercial and non-commercial) in planning for future and beyond retirement. Partner with key organizations and individuals to provide quality technical, financial and educational resources. Promote regenerative agriculture and sustainable forestry encouraging conservation of natural resources and economic viability of the operations.

Funding Source(s): Rates & Charges, Washington State Conservation Commission (WSCC), Thurston County Voluntary Stewardship Program (VSP), Service Fees (Equipment Rental)

Strategic Plan Goal	Activities for 2019	Target Dates	Position Responsible	Funded Costs	Notes
19	Participate in <u>VSP Work Group</u> meetings to develop implementation plan and adaptive management protocols and implement VSP program, upon funding	12/31/19	Executive Director Resource Specialist	\$13,333	
22	SPG: Implement to extent feasible by 2018 Serve 400 producers, including beginning, experienced, and retiring producers, as well as across commercial and non-commercial operations	12/31/19	Conservation Manager Outreach Specialist Resource Specialist Resource Tech	\$59,421	
23	SPG: 2000 by 2022 Enroll 200 acres in <u>South Sound FarmLink</u>	12/31/19	Outreach Specialist Interns	*Pending funding	
24	SPG: 1000 by 2020 Offer successional planning training and resources to retiring producers	12/31/19	Outreach Specialist	\$6,000	
25	SPG: by 2017 Offer technical training and resources to new and beginning producers	12/31/19	Conservation Manager Outreach Specialist Resource Specialist Resource Tech	\$13,333	

Strategic Plan Goal	Activities for 2019	Target Dates	Position Responsible	Funded Costs	Notes
26	Increase use of equipment rentals to 150 landowner/operators SPG: from 130 to 160 by 2021	12/31/19	Admin Assistant Outreach Specialist Resource Specialist Resource Tech	\$33,848	
27	Determine additional equipment needs to meet landowner/operators needs SPG: Increase inventory by 2021	12/31/19	Admin Assistant Resource staff	<i>Funding included in activity #22</i>	
Total Funded Cost of 2019 Producer Support and Preservation of Working Lands Activities				\$125,935	

Natural Resource Program Areas: Rural and Urban Land Stewardship

Goal(s): Provide support to landowners, forest landowners, and agricultural producers for the purpose of protecting natural resources and enhancing the local working lands economy and communities.

Funding Source(s): [Rates & Charges](#), [Washington State Conservation Commission \(WSCC\)](#), [Shellfish Fund](#), [National Estuaries Program](#)

Strategic Plan Goal	Activities for 2019	Target Dates	Position Responsible	Funded Costs	Notes
28	Develop 15 conservations plans (including CREP plans, forestry plans, and VSP Individual Stewardship Plans) SPG: 250 by 2022	12/31/19	Resource Specialist Habitat Specialist	\$66,334	
29	Recommend 150 Best Management Practices to landowners/operators SPG: 900 by 2022	12/31/19	Conservation Manager Resource Specialist Habitat Specialist Resource Tech	\$59,421	

Strategic Plan Goal	Activities for 2019	Target Dates	Position Responsible	Funded Costs	Notes
30	Work with landowners/operators to implement 60% of Best Management Practices (BMPs) SPG: 60% by 2022	12/31/19	Conservation Manager Resource Specialist Habitat Specialist Resource Tech	\$59,421	
31	Develop follow-up evaluation and effectiveness monitoring plan for landowners/operators who implement BMP recommendations SPG: Conduct eval & effect. mon. 100% by 2022	12/31/19	Conservation Manager Resource Specialist Resource Tech	Funding included in activity #30	
32	Host 15 workshops, 5 community meetings, and 5 field tours for residents of Thurston County to highlight rural and urban land stewardship practices and principles SPG: 100 ws, 30 cm, and 30 ft by 2022	12/31/19	Conservation Manager Outreach Specialist Resource Specialist Resource Tech Executive Director	\$78,160	
33	Coordinate 1 volunteer-driven work party to restore degraded habitat SPG: 15 by 2022	12/31/19	SSG Manager SSG Assistant Education Assistant	Funding included in activity #68	
34	Partner to treat 15 acres of invasive (non-native) species (plants & animals) and restore with native plant species SPG: 100 acres by 2022	12/31/19	Conservation Manager SSG Manager Habitat Specialist Resource Specialist Resource Tech	\$22,982	
36	When applicable, include recommendations for stormwater treatment/maintenance in conservation plans SPG: by 2022	Ongoing	Conservation Manager Habitat Specialist Resource Specialist Resource Tech	Funding included in activities #28 and #30	

Strategic Plan Goal	Activities for 2019	Target Dates	Position Responsible	Funded Costs	Notes
37	Increase outreach and program delivery focusing on <u>urban resource stewardship</u> to 75 households in urban communities SPG: 500 by 2022	12/31/19	Outreach Specialist Education Assistant	\$5,035	
39	Explore and apply for potential funding to expand cost share and conservation practice implementation opportunities by 5% SPG: Increase... by 50 percent (from 2017 budget of \$111,000 to \$167,000) by 2022 By 2022, continue to host an <u>equipment rental service</u> providing land owners/operators access to tools for implementing stewardship practices	12/31/19	Executive Director Conservation Manager Resource Specialist Habitat Specialist Resource Tech	\$22,036	
40	SPG: Same as above	Ongoing	Admin Assistant	<i>Funding included in activity #26</i>	
Total Funded Cost of 2019 Rural and Urban Land Stewardship Activities				\$313,389	

Natural Resource Program Areas: Local Food Production and Consumption

Goal(s): Increase engagement in local food system to support working lands, rural economic development, reducing pollution caused by processing and transportation, equitable access to healthy local food, improve economic viability of ag community.

Funding Source(s): [Rates & Charges](#), [Washington State Conservation Commission \(WSCC\)](#), [Thurston County Voluntary Stewardship Program \(VSP\)](#)

Strategic Plan Goal	Activities for 2019	Target Dates	Position Responsible	Funded Costs	Notes
41	Serve 50 commercial operations and 100 backyard/homestead gardens and 5 community gardens. SPG: 50 co, 100 b/h, & 5cg by 2021	12/31/19	Executive Director Conservation Manager Outreach Specialist Resource Specialist Habitat Specialist Resource Tech	\$16,305	
42	Serve 20 backyard gardeners/homesteaders through the equipment rental program SPG: 50 by 2018	12/31/19	Admin Assistant	Funding included in activity #26	
43	Increase service to backyard gardeners/homesteaders through the equipment rental program by 10% SPG: increase by 100 percent (from 50 to 100 cooperators) by 2022	12/31/19	Admin Assistant Outreach Specialist Education Assistant	Funding included in activity #26	
46	Increase the number of community gardens involved in soil testing program to 3 SPG: 10 by 2020	12/31/19	Admin Assistant Outreach Specialist Education Assistant	Funding included in activity #13	
48	Work with partners to increase consumption and accessibility of locally produced food by supporting South Sound Food System Network , STEDI and other initiatives at 10 outreach events SPG: 50 by 2022	12/31/19	Outreach Specialist Education Assistant	\$5,000	

Strategic Plan Goal	Activities for 2019	Target Dates	Position Responsible	Funded Costs	Notes
49	50% of district purchased refreshments for district hosted events will support local farm and food businesses SPG: 75% by 2018	12/31/19	Executive Director All Staff	Funding included in activity #32	
50	Identify partners to engage in identifying TCD's role to increase food accessibility for vulnerable populations in our community SPG: TCD will work with partners to... by 2020	12/31/19	Executive Director Outreach Specialist Education Assistant	\$5,000	
Total Funded Cost of 2019 Local Food Production and Consumption Activities				\$26,305	

Natural Resource Program Areas: Climate Change Adaptability

Goal(s): Help producers and landowner/operators understand and adapt to the changing climate. Seek to support our community in proactive climate change adaptation measures. Work with community to conserve and protect our natural resources in response to climate change. Strive as an organization to demonstrate sustainable practices in our work and office culture.

Funding Source(s): [Rates & Charges](#), [Washington State Conservation Commission \(WSCC\)](#), [PSP Near Term Action](#), [Dept. of Ecology](#)

Strategic Plan Goal	Activities for 2019	Target Dates	Position Responsible	Funded Costs	Notes
52	Explore funding opportunities to fund Firewise program , and apply as those opportunities present themselves SPG: Implement 3 fw projects by 2022	Ongoing	Executive Director Conservation Manager	\$2,000	
54	Host 1 workshop and or site visit leading to implementation of the Firewise Program SPG: 5 by 2020	12/31/19	Resource Spec Resource Tech	<i>*Pending funding</i>	

Strategic Plan Goal	Activities for 2019	Target Dates	Position Responsible	Funded Costs	Notes
55	Host 2 workshops addressing climate change adaptations for local producers and landowner/operators. SPG: 6 ws, 1 comm. Forum by 2019	12/31/19	Conservation Manager SSG Manager Outreach Specialist Habitat Specialist Resource Tech	\$7,497	
56	Identify climate change practices that utilize best available science, and develop effective monitoring and adaptive management protocols SPG: work with 25 landow/op to implement...practices by 2020	12/31/19	Conservation Manager SSG Manager Habitat Specialist Resource Specialist Resource Tech	\$22,490	
57	Assist one landowner/operator with development of 1 plan to address energy efficiencies SPG: Assist landowner/operators to create 5 plans by 2022	12/31/19	Conservation Manager Outreach Specialist Resource Specialist	*Pending PCD REAP funding availability	
Total Funded Cost of 2019 Climate Change Adaptability Activities				\$31,987	

Natural Resource Program Areas: Community Outreach and Engagement

Goal(s): Engage the community in active conservation and regenerative use of natural resources. Seek to facilitate strong relationships with landowners/operators in our area by increasing volunteer opportunities and participation in district programs and services. Increase presence and continuously adapt to meet the community's needs.

Funding Source(s): Rates & Charges, Washington State Conservation Commission (WSSCC), Shellfish Fund, National Estuaries Program

Strategic Plan Goal	Activities for 2019	Target Dates	Position Responsible	Funded Costs	Notes
58	Increase the number of district volunteers to 15. SPG: 50 by 2020	12/31/19	Education Assistant SSG Assistant Admin Assistant	\$1,500	
59	Increase outreach to 5 new existing community organizations to raise awareness of TCD and our services SPG: 10 by 2018	12/31/19	Outreach Specialist Education Assistant	Funding included in activity #61	
60	75% of TCD outreach materials to be revised to ensure consistent, science-based, professional branding SPG: 100% by 2018	12/31/19	Outreach Specialist Education Assistant Admin Assistant	\$2,500	
61	Conduct outreach to all elected officials representing Thurston Co (State, County, and Cities) to increase recognition of conservation districts as local resources on private lands SPG: by 2017	12/31/19	Executive Director Conservation Manager Outreach Specialist	\$15,000	

Strategic Plan Goal	Activities for 2019	Target Dates	Position Responsible	Funded Costs	Notes
62	Host annual legislative tours for each Leg district in Thurston Co SPG: Same as above	12/31/19	Executive Director Board Staff	Funding included in activities #82 & #92	
63	Conduct annual outreach to all State elected officials representing Thurston Co. during Legislative Session SPG: Same as above	12/31/19	Board Executive Director Conservation Manager Outreach Specialist	Funding included in activities #82 & #92	
64	Continue presence at City and County elected official meetings in Thurston Co, at least once in each jurisdiction SPG: attend 1x per year	12/31/19	Board Executive Director Conservation Manager Outreach Specialist	Funding included in activities #82 & #92	
65	Host annual gathering showcasing our community impact and recognizing stewardship accomplishments of landowner/operators and partners SPG: same as above	12/31/19	Board & Staff	\$10,000	
66	Produce and share annual portfolio of TCD's accomplishments, including submitting to Washington State Conservation Commission SPG: Same as above	12/31/19	Executive Director Outreach Specialist Education Assistant Admin Assistant	\$2,000	
67	Engage community members to participate in TCD's continued organization development (annual & Strategic planning, funding and programmatic partnership opportunities, etc.) SPG: Same as above	Ongoing	Board Executive Director Outreach Specialist Education Assistant Admin Assistant	\$1,000	
Total Funded Cost of 2019 Community Outreach and Engagement Activities				\$32,000	

Natural Resource Program Areas: Adult & Youth Education

Goal(s): Provide in-depth natural resource conservation education to adults and youth. In collaboration with partners, provide workshops, on-site tours, training courses, and other events that help individuals become stewards. Make county residents aware of training and educational opportunities by acting as a clean house for information in natural resources and related topics.

Funding Source(s): South Sound GREEN Program (SSG), Recreation and Conservation Office, Shellfish Fund, Other Conservation Districts, Plant Sale revenues

Strategic Plan Goal	Activities for 2019	Target Dates	Position Responsible	Funded Costs	Notes
68	TCD will support the implementation of <u>South Sound GREEN's (SSG) 2016-20 Vision</u> for the Future and continue to improve access to environmental education for local teachers and students SPG: by 2022	Ongoing	Board & Staff	\$179,557	
69	SSG will continue to engage participating teachers and volunteers and increase involvement by 2% SPG: 10% by 2022	12/31/19	SSG Manager SSG Assistant	Funding included in activity #68	
70	1200 youth will participate in the Annual <u>Student GREEN Congress</u> SPG: 2000 by 2022	3/31/19	SSG Manager SSG Assistant	Funding included in activity #68	
71	SSG to host at least 3 professional development opportunities for teachers to strengthen their knowledge of local conservation issues SPG: 15 by 2022	12/31/19	SSG Manager SSG Assistant	Funding included in activity #68	
72	500 students will participate in <u>SSG's Puget Sound Nearshore trips</u> SPG: 2500 by 2022	12/31/19	SSG Manager SSG Assistant	Funding included in activity #68	

Strategic Plan Goal	Activities for 2019	Target Dates	Position Responsible	Funded Costs	Notes
73	SSG will work to fully align water quality curriculum and supporting lessons to the Next Generation Science Standards SPG: will fully align by 2022	Ongoing	SSG Manager SSG Assistant	Funding included in activity #68	
74	Increase the number of youth participating in the South Sound Regional Envirothon by 20 SPG: Increase to 100 by 2022	4/30/19	Outreach Specialist	Funded by donations & Pierce CD	
75	Increase participation of high schools in the South Sound Regional Envirothon by 1 SPG: Increase to 5 by 2022	4/30/19	Outreach Specialist	Funded by donations & Pierce CD	
77	Partner to deliver Wheat Week to 1000 students in 35 classrooms in Thurston County SPG: by 2017	Ongoing	Executive Director	Funded by Franklin CD	
78	Educate 100 adults through workshops and other educational events SPG: 500 by 2022	12/31/19	Conservation Manager SSG Manager Outreach Specialist Resource Specialist Habitat Specialist Resource Tech Education Assistant	Funding included in activity #12, #32, #55	
Strategic Plan Goal	Activities for 2019	Target Dates	Position Responsible	Funded Costs	Notes
Total Funded Cost of 2019 Adult & Youth Education Activities				\$179,557	

Natural Resource Program Areas: District Operations

Goal(s): Operate in a transparent and ethical manner. Leverage funding from multiple sources to increase our conservation impact on the ground. Retain accountable financial processes, diligent and wise use of public and private dollars, and clean audits. Continue to find sustainable avenues to grow as an organization and increase our positive impact in Thurston County.

Funding Source(s): [Rates & Charges](#), Other Districts, [Washington State Conservation Commission \(WSCC\)](#), [Russell Family Foundation](#)

Strategic Plan Goal	Activities for 2019	Target Dates	Position Responsible	Funded Costs	Notes
82	Demonstrate effectiveness of district programs and services to the community and elected officials to achieve approval of the Rates & Charges system SPG: Same as above	12/31/19	Executive Director Conservation Manager Outreach Specialist Board	\$36,276	
*	Pursue renewal of rates and charges for 2020 and beyond. Not in SP; 2019 Goal	Ongoing	Executive Director Board	\$15,000	
84	Work to bring the pre-1948 parcels within the city limits of Yelm, Tenino and Rainier incorporated into the district's boundaries SPG: Incorporated by 2018	12/31/19	Executive Director Outreach Specialist Board	\$12,500	
86	Increase funding by 10% to support programs and delivery SPG: 50% by 2022	12/31/19	Executive Director Conservation Manager SSG Manager	\$15,000	
87	Continue efforts to relocate to a new facility with adequate space for staff, ability to house and grow equipment rental program , develop and maintain onsite demonstration areas, and generally allow TCD to grow in response to needs of community	12/31/19	Executive Director Accountant Board	*Pending funding	

	SPG: Relocate by 2019				
Strategic Plan Goal	Activities for 2019	Target Dates	Position Responsible	Funded Costs	Notes
88	Increase staff by 40% to meet program and population needs SPG: 25% by 2022	12/31/19	Executive Director	\$20,645	
89	Each staff and board member to participate in annual professional development and skill building opportunities SPG: by 2018	12/31/19	Executive Director	\$26,520	
90	Annually demonstrate consistent accountability and responsibility for public funds via successful completion of <u>annual State Auditor reports, and regular audits</u> with 'finding-free' outcomes	Ongoing	Board Auditor Executive Director Accountant	\$33,766	
91	SPG: Same as above Annually achieve and maintain the highest level of compliance with the Washington State Conservation Commission's Accountability and Performance Program (CAPP)	Ongoing	Board Executive Director Accountant	\$16,942	
92	SPG: Same as above Annually share adopted budgets, annual, and strategic plans, public meeting notifications, and <u>board meeting agendas and minutes</u> with the public.	Ongoing	Executive Director Accountant Admin Assistant Board	\$10,296	

93	Continuously protect the privacy of landowners/operators and their operations, in accordance with our ethic, in conjunction with legislative authority and Washington State Conservation Commission oversight SPG: Same as above	Ongoing	Staff & Board	*no cost	
94	Reach 20,000 Thurston County residents via website, social media analytics, in person, etc. SPG: 100,000 by 2022	12/31/19	Outreach Specialist Education Assistant Admin Assistant	\$10,000	
Strategic Plan Goal	Activities for 2019	Target Dates	Position Responsible	Funded Costs	Notes
*	Review and update Policies & Procedures Manual Not in SP; Carry over from 2016 AP	Ongoing	Board Executive Director	\$3,500	
Total Funded Cost of 2019 District Operations Activities				\$200,445	



2019 Annual Budget Thurston Conservation District

Income		Expense	
Unrestricted		Unrestricted	
Rates and Charges	551,475	Salaries, Benefits & Staff Time	201,651
WSSC Implementation	90,000	Professional Services	152,749
Program Allocations	-78,801	Facility, Vehicles and Maintenance	88,955
Overhead	34,731	Supplies	36,706
District Services	3,882	Conferences, Trainings & Travel	18,500
		Insurance and Banking	102,725
Unrestricted Total	601,287	Unrestricted total	601,287
Restricted		Restricted	
South Sound Green	179,557	Salaries & Benefits	378,737
Thurston NTA	41,000	Overhead	28,136
Soil Health	22,981	Project Travel	3,871
VSP	80,938	Goods & Services	143,507
TCD VSP	40,000	Program Allocations	-17,594
DOE	60,860	Cost Share	1,728
Chehalis	68,573	Cost Share Maintenance	10,304
CREP	49,128		
Livestock	89	Restricted Total	548,688
East Fork McLane	5,563		
Restricted Total	548,688		
		Income Total	1,149,975
		Expense Total	1,149,975

DRAFT

5



1.2 Board of Supervisor Guidelines & Officer Position Descriptions

Established: July 28, 2015

Updated: April 30th, 2019

Purpose: Conservation District officials serve on a five member Board of Supervisors that consists of three elected and two members appointed by the Washington State Conservation Commission. This Board of Supervisors establishes and implements programs to protect and conserve soil, water, prime and unique farmland, rangeland, woodland, wildlife, energy and other renewable resources on local, non-federal lands. The following outlines the Roles & Responsibilities governing this Board of Supervisors.

Policy: **Supervisor Roles & Responsibilities**

- Prepare for Board meetings and work sessions in advance by reviewing the draft agenda and meeting packet materials, asking questions regarding materials, and conducting any other activities that enable the Supervisor to participate full, effectively, and efficiently.
- Participate in board meetings on a consistent basis, notifying the chair and/or Executive Director of any anticipated absence(s). This notification with reason for absence will be provided to the chair and/or Executive Director in advance of the meeting.
- Board members may miss no more than four regularly scheduled board meetings in a calendar year. The board member will have the opportunity to explain absences. The board will then make a decision on how to proceed, based on that information.
- Identify local conservation needs and develop, implement, and evaluate programs to meet them.
- Educate and inform landowners and operations, general public, and local, state, and federal legislators on conservation issues and programs.
- Administer the district by delegating tasks through a structure of board officers and members, committees, and others. Raise and budget district funds and report on activities to the public.
- Set policy and support staff in coordinating implementation of said policy.
- Solicit funding within community.

THURSTON CONSERVATION DISTRICT

Policies & Procedures

173 All Supervisors are responsible for carrying out the responsibilities of their
174 position in accordance with the Washington Conservation District Law
175 (RCW 89.08) and must comply with all laws and regulations, as well as
176 the guidelines set forth by the Washington State Conservation
177 Commission, and the State and National Associations of Conservation
178 Districts.

179
180 These position descriptions are designed as a non-exhaustive overview.
181 They are not anticipated to cover all possible needs or circumstances that
182 may arise. Holders of these offices are expected to use common sense,
183 professional courtesy, and act with respect for other Board Supervisors,
184 Staff, partners, and others. These descriptions and guidelines are intended
185 to be reviewed every three years, or as needed.

186
187 **Chair**

188 The chair provides leadership to the TCD Board, and has the following
189 responsibilities and expectations:

190 1. **Leadership**

191 Guides and directs all processes of governing, centering the work of
192 the Board on the organization's mission and goals.

193
194 2. **Agendas**

195 Works collaboratively with the Executive Director (ED) and other
196 Board Supervisors to establish the agenda for board meetings. Other
197 Board Supervisors provide Chair their agenda ideas and the Chair
198 works with the ED to set the agenda so as to avoid ED receiving
199 direction from multiple Board Supervisors.

200
201 3. **Meeting Management**

202 Presides over board meetings in a manner that encourages
203 participation and information sharing while moving the Board toward
204 timely closure and prudent decision-making. Meetings are conducted
205 under Robert's Rules of Order.

206
207 4. **Committee Direction**

208 As needed, appoints committee chairs and members, subject to Board
209 approval. Works with committee chairs to align the work of the
210 committees with the mission and goals and planning documents.

211
212 5. **Executive Director Relationship**

213 Serves as the board's central point of official communication with the
214 Executive Director. Develops a positive, collaborative relationship
215 with the ED, including acting as a sounding board for the ED on
216 emerging issues and alternative courses of action. Stays up-to-date
217 about the organization and determines when an issue needs to be
218 brought to the attention of the full Board or committee.

219
220
221
222
223
224
225
226
227
228
229
230
231
232
233
234
235
236
237
238
239
240
241
242
243
244
245
246
247
248
249
250
251
252
253
254
255
256
257
258
259
260
261
262
263
264

6. **Executive Director Performance Appraisal**
Leads the processes of ED goal-setting, annual performance evaluation and compensation review, in consultation with the Board and district policy.

7. **Board Conduct**
When issues arise, such as instances involving conflict of interest, confidentiality and other District policies, the Chair addresses them with the Board’s input, and consistent with their direction.

8. **Board Learning and Development**
Encourages opportunities for the development of the board’s knowledge and capabilities by playing a central role in orientation of Board Supervisors, mentoring a chair-elect and providing continuing education for the entire board.

9. **Succession Planning**
Participates in the recruitment of new Board Supervisors and the process of identifying candidates to serve as chair-elect.

10. **Annual Summary**
Provides for an effective, objective evaluation process and supports the implementation of recommendations for improvement and effectiveness of the Board. Evaluates his/her performance as Chair, including successes and opportunities for improvement.

11. **Execution of Documents**
Signs all documents authorized by the board, except as otherwise provided by law. Has the authorization to sign routine documents and if there is a question as to what is routine, the Chair will consult with the Board and Executive Director.

12. **Engagement in District Activities**
Participates in District events to the extent possible, particularly the annual plant sale, conservation tour, as well as annual and strategic planning. Encourages other Board Supervisors to participate as well.

13. **Represents the District**
To the extent possible, at events such as Washington Association of Conservation Districts (WACD) regional meetings, WACD annual meeting, meetings and events of others.

Vice Chair

The Vice Chair supports the Chair in his/her duties, as stated in the Chair responsibilities and expectations above.

THURSTON CONSERVATION DISTRICT

Policies & Procedures

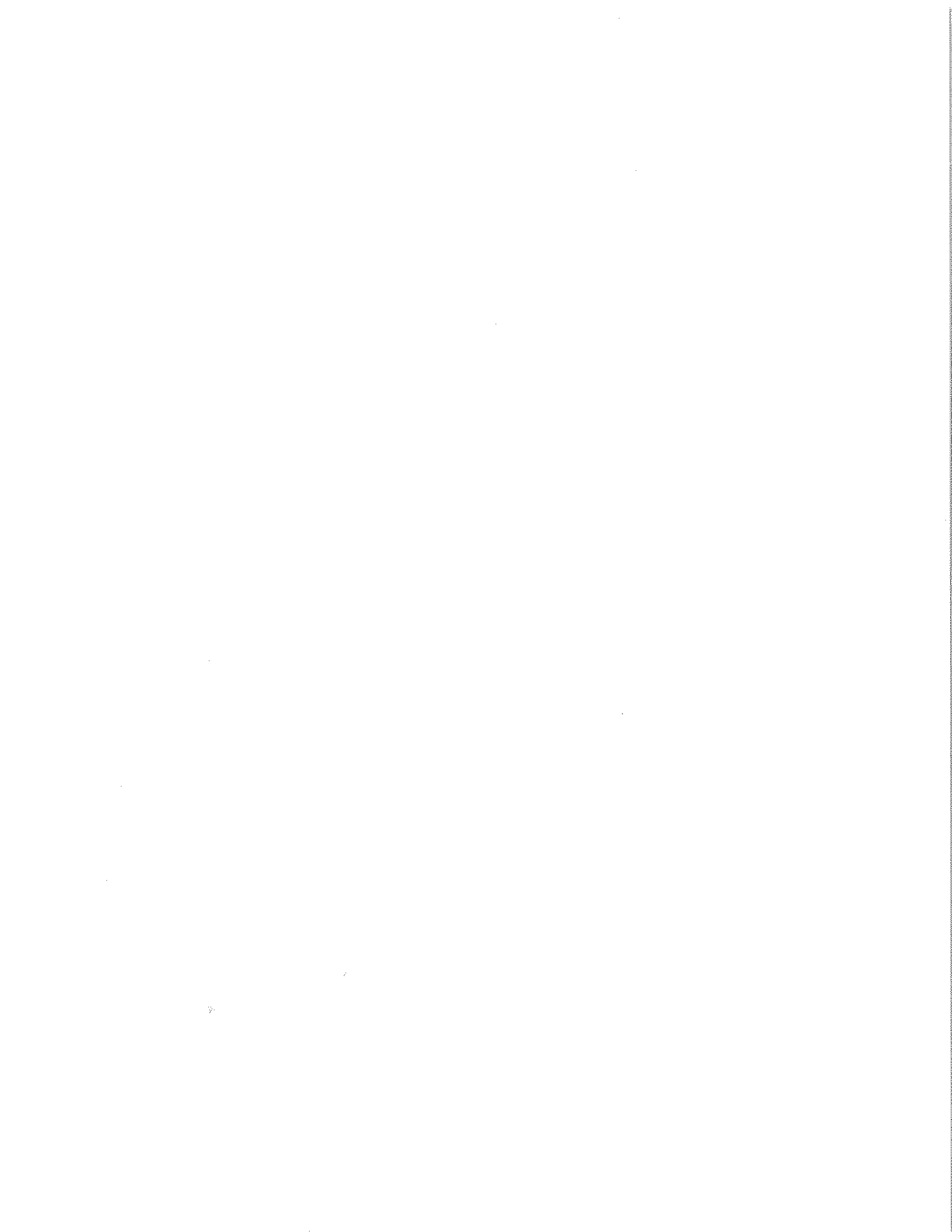
- 265 1. Serves as Chair in his/her absence, if the Chair has recused
266 themselves, or inability of the Chair.
- 267
- 268 2. Assists the Chair with his/her duties, as the Chair and/or Board deems
269 appropriate or necessary.
- 270
- 271 3. Serves as the Auditor in the absence, if the auditor has recused
272 themselves, or inability of the Auditor.
- 273

Auditor

274 The Auditor is the Board Supervisor who is primarily responsible for
275 financial oversight of the district, in cooperation and communication with
276 the Board of Supervisors (Board), and in particular is responsible for the
277 following:
278

- 279 1. Review and present monthly check register to the board. All items of
280 concern or anomaly will be discussed with Executive Director and
281 Treasurer, and if not resolved brought to the Board at their next regular
282 meeting, or sooner if circumstances dictate.
- 283
- 284 2. Review the monthly Treasurer's Report, as prepared by the District
285 Treasurer. The Auditor will work with the District Treasurer to create
286 a monthly Treasurer's Report that is easily understood by all. All items
287 of concern or anomaly will be discussed with the Executive Director
288 and Treasurer, and if not resolved brought to the Board at their next
289 regular meeting, or sooner if circumstances dictate.
- 290
- 291 3. Reviews Accounts Payable and signs checks. This includes ensuring
292 compliance with all District financial policies.
- 293
- 294 4. Reviews Accounts Receivable, receiving monthly financial reports
295 from the district Treasurer.
- 296
- 297 5. Participates in the State Auditor annual reporting process due at the
298 end of May for the previous calendar year.
- 299
- 300 6. Reviews and signs the Acting Executive Director or the Executive
301 Director's time sheets, travel reimbursements, purchase orders and
302 similar documents.
- 303
- 304 7. Participates in the annual budget development process. The Auditor
305 will work with District Treasurer and Executive Director or Acting
306 Executive Director to ensure that annual budget documents that are
307 prepared are easily understood by all and in alignment with Strategic
308 Plan.
- 309
- 310

6



**Thurston Conservation District
Governance Review Timeline**

5.30.2019

Cat. Item	May	June	July	Aug	Sept	Oct	Nov	Dec
Process								
Set new meeting and work session schedules	X							
Observe CD Board meetings		X	X					
New policy on meeting minutes		X						
Review selected policies with urgent needs	X	X	X	X				
Review policy manual and prioritize revisions					X			
Financial								
Finance 101 work session		X						
Review final State Auditor report		X						
Improvements to monthly budget reporting			X					
Develop draft 2020 budget						X		
Finalize 2020 Budget								X
Planning								
Strategic Planning for 2020					X			
Draft Annual Plan for 2020						X		
Final Annual Plan for 2020								X
Finalize an Annual Calendar							X	
HR								
Approve organizational chart		X						
Review and approve Job Classes			X					
Select another supervisor for bargaining team	X							
Labor negotiations training (for new supervisors)		X						
Negotiate Labor Contract				X				
Approve Labor Contract						X		
Leadership								
Tom Salzer presentation		X						
Review Executive Director draft description	X							
Finalize Executive Director job description and post		X						
Review and interview candidates, make selection			X					
Executive Director on board				X				

Thurston Conservation District
Position Description – Executive Director **Date of adoption**

Position:	Executive Director	Reports To: Board of Supervisors
Date of this update:	April 2018 Dated for whenever it is adopted	Position Type: Exempt, non-union.
FTE:	1.0	Funding Source: As specified in adopted budget

1
2 **General Description**

3
4 The Executive Director (ED; including any acting or interim EDs) is the chief executive
5 of the Conservation District acting under the direction of the Board of Supervisors
6 (Board) with responsibility for all District activities, including: 1. Overall management,
7 supervision of district programs and employees, and satisfaction of district clients,
8 partners, and board. 2. Implementation of the district mission, annual and strategic
9 plans, policies and budget in a timely and efficient manner. 3. Coordinate and/or
10 develop sufficient financial resources to fund district programs. 4. Engaging programs
11 and partners that further the mission of the district. 5. Ensuring all district functions and
12 services are managed and provided in accordance with all applicable laws and
13 regulations. EDs primary point of contact is the Board chair.

14
15 **Essential Functions and Knowledge, Skills, and Abilities**

- 16 1. Utilize administration, personnel, and technical and analytical skills to act
17 independently in directing district operations.
18 2. Consistent with annual and strategic plans, seek and secure funding, including from
19 public and private sources.
20 3. Meet deadlines and attend meetings.
21 4. Provide timely, complete and accurate information to Board.
22 5. Skilled in mediation, negotiation, team building and public relations.
23 6. Ability to delegate to, and mentor, other employees.
24 7. Ability to communicate (*both written and oral*) effectively, including public speaking.
25 8. Maintain cooperative relationships and partnerships; working with staff, clients,
26 partners, and Board.
27 9. Proficiency in using computer programs (including, but not limited to, MS Word,
28 Excel, PowerPoint, e-mail).

29
30 **Employment Requirements**

31
32 A minimum of a bachelor's degree in public administration, business administration,
33 communications, agriculture, natural resource, or closely allied field; and, at least three
34 years of supervisory and program management experience. Additional qualifying
35 experience may be substituted year-for-year for the education requirement. Eligibility
36 for this position is contingent upon meeting the minimum requirements and the

37 individual's demonstrated ability to perform the essential functions with or without
38 reasonable accommodations.

39
40 A demonstrated ability to manage multiple, diverse, potentially controversial issues and
41 a proven commitment to support agriculture, natural resources conservation, land
42 stewardship, and public service are required. Clear, concise and timely communication
43 with the board required. Good teambuilding and interpersonal skills are required.
44

45 **Working Conditions**

46
47 Work is normally performed in an office setting, occasional field visits and irregular
48 scheduling of meetings, project deadlines, and seasonal workload that may result in
49 extended and outside-of-normal office hours. Both local and out-of-town travel is
50 expected.

51 **Responsibilities**

52
53
54 This general outline of job duties and responsibilities is not intended to be
55 comprehensive in nature. The Executive Director is responsible for implementing these
56 responsibilities with the oversight and concurrence of the Board.
57

58 **A. Planning, Policy, and Procedures**

- 59 1. Propose District policy to the Board of Supervisors. Upon adoption of procedure or
60 policy by the Board of Supervisors, the ED shall implement that direction as
61 appropriate.
- 62 2. Coordinate updating Annual and Strategic Plans and monitor and report progress
63 throughout the year. Drafts annual plan for board approval by March 1st of each
64 year.
- 65 3. Prepare/update 5 year strategic plan for board approval by **DATE**.
- 66 4. Organizes and implements staff and resources in alignment with annual and
67 strategic plans.
- 68 5. Continuously seeks and researches potential new directions, efforts and programs
69 for possible inclusion in district's annual plan.
- 70 6. Establishes and implements short term plans consistent with the long term plans and
71 policies set by the Board.
- 72 7. Schedules and proposes updates and revisions for district policies, based on update
73 plan and urgency.
74

75 **Performance Measures:**

- 76 a. Draft annual plans timely and accurately proposed for board approval by *March*
77 *1st* of each year.
- 78 b. Craft and implement a plan for updating all District policies and demonstrate
79 consistent progress in implementing plan.
80

81 **B. Financial**

Thurston Conservation District
Position Description – Executive Director **Date of adoption**

- 82 1. Controls internal operations and budgets activities and keeps board apprised of
83 deviations. In absence of financial staff, ED is able to run the function.
- 84 2. Prepares annual budget, consistent with annual plan, for the Board's review and
85 adoption at least once per year, or as they direct.
- 86 3. Seeks, researches, writes and applies for grants and contracts (public and private)
87 for existing and potential programs.
- 88 4. Designs and implements appropriate procedures to maintain control over all fiscal
89 matters of the District.
- 90 5. Sets salary levels (in consultation with and upon approval by the board), determine
91 merit/step pay changes, implementing these decisions in an orderly manner
92 consistent with maintaining employee morale, retaining competent staff to conduct
93 District operations.
- 94 6. With board input, set benefit levels and select benefits providers and systems that
95 are consistent with maintaining employee morale and retaining competent staff to
96 conduct District operations.
- 97 7. Hire consultants, including legal advisors, financial advisors, public relations
98 advisors, engineers, and other professional advisors as the needs of the District
99 dictate, subject to the limitations of the approved budget and appropriate
100 procurement procedures.
- 101 8. Negotiate and oversee implementation of contracts with funding agencies and
102 partners. Keep board apprised monthly, or as needed, of status of grants, or more
103 often as needed.

104
105
106 **Performance Measures:**

- 107 a. Draft complete annual budget timely and accurately proposed for board approval
108 by **DATE** of each year.
- 109 b. Number of new programs, grants, funding, and other opportunities; both number
110 researched and number submitted.
- 111 c. Promptly and accurately respond to all questions pertaining to district finances.
- 112 d. Timely, complete, and accurate financial presentation to the board, at monthly
113 board meetings, or as needed.
- 114 e. No funding returned to granting agency without substantial, pre-approved cause.

115
116 **C. Representation/Coordination/Outreach with clients, partners and others.**

- 117 1. Represents district at meetings and other events with local, state, Tribal, federal and
118 private and professional organizations. Involved in district and Washington
119 Association of Conservation Districts' legislative efforts. Coordinate the efforts for the
120 Annual Legislative Day and Conservation tour(s).
- 121 2. Issues official District statements for the media and public, in consultation with the
122 Board.
- 123 3. ED is encouraged to take part in the Washington Association of District Employees
124 (WADE).
- 125 4. Coordinates requests for services from individuals, governmental agencies and
126 other entities using agreements and Memoranda of Understanding.
- 127 5. Coordinates District's Shellfish Fund Program, including funding aspects

- 128 6. Outreach will be keyed to target audience(s) - e.g. print or meetings or webpage or
129 social media, as warranted.
130 7. As other matters arise, the ED is authorized to act or not act in any circumstance
131 deemed to be advisable in the judgment of the ED.
132

133 **Performance Measures:**

- 134 a. Plan for community engagement. Based on committee listing, determine which
135 groups we do not have a connection with and should; and those groups which fit
136 less well with the District's direction and maybe we should reduce or curtail
137 involvement. Annually evaluate productivity and strength of existing partnerships
138 and report results to the Board.
139 b. Set up and coordinate a minimum of 3 legislative/conservation tour(s) annually.
140 c. Oversee plant sale and make 10% profit.
141 d. Number of City council and BOCC meetings attended and the number where CD
142 presentation was made.
143 e. Participate in WA Association of District Employees annual conference and
144 provide a follow up report to the Board on benefits to the CD.
145

146 **D. Management/Supervision/Personnel**

- 147 1. Provides staff direction and motivation via frequent interactions, communications
148 and staff meetings. Mentoring of staff.
149 2. Recommends proper level of staffing to the Board at least once each year, in the
150 proposed annual plan.
151 3. Hire, promote, or retain employees as needed to meet the approved staffing level.
152 4. Conduct formal performance reviews of employees at least annually.
153 5. Ensure employees receive appropriate training, counseling, and other tools needed
154 to carry out the mission of the District.
155 6. Take all disciplinary measures as needed, up to and including termination.
156 7. In consultation with the Board, Appoint employees to management positions based
157 on District needs, and as the budget allows,
158 8. Design, implement, change, or suspend routine management practices as needed.
159 9. Design and implement procedures for public meetings to ensure compliance with all
160 laws, rules, and regulations.
161 10. As other matters arise, the ED is authorized to act or not to act in any circumstance
162 deemed to be advisable in the judgment of the ED.
163

164 **Performance Measures:**

- 165 a. Develop plan and progress toward goal of accomplishing annual plan highest
166 priorities.
167 b. All Conservation Accountability and Performance Program (CAPP) accountability
168 elements successfully met.
169 c. Cross-training of staff increasing capacity and having back-up. Listing of who has
170 been trained to back-up/substitute for whom.
171 d. All staff annual performance reviews conducted timely.
172

173 **E. Board Coordination**

Thurston Conservation District
Position Description – Executive Director **Date of adoption**

- 174 1. Timely advice to board on challenges and opportunities. No surprises.
- 175 2. Activity update for Board at monthly meetings, with additional updates as necessary.
- 176 3. Administer the Board of Supervisors Annual Election, or arrange for other staff to
- 177 administer.
- 178 4. Solicit Board members as connections with groups where we should have a
- 179 connection, and for various events during the year.

180

181 **Performance Measures:**

- 182 a. Board sense that TCD is aggressively pursuing grants and other funding
- 183 opportunities to increase current and establishing new programs.
- 184 b. Look ahead on programs and opportunities – anticipate board direction and
- 185 desires

186

187

188

189

190 _____
Employee Signature

191

192 Date: _____

193

194

195

196

197 _____
Approved on behalf of the Board
198 Board Chair Signature

199

200 Date: _____

201

202

203

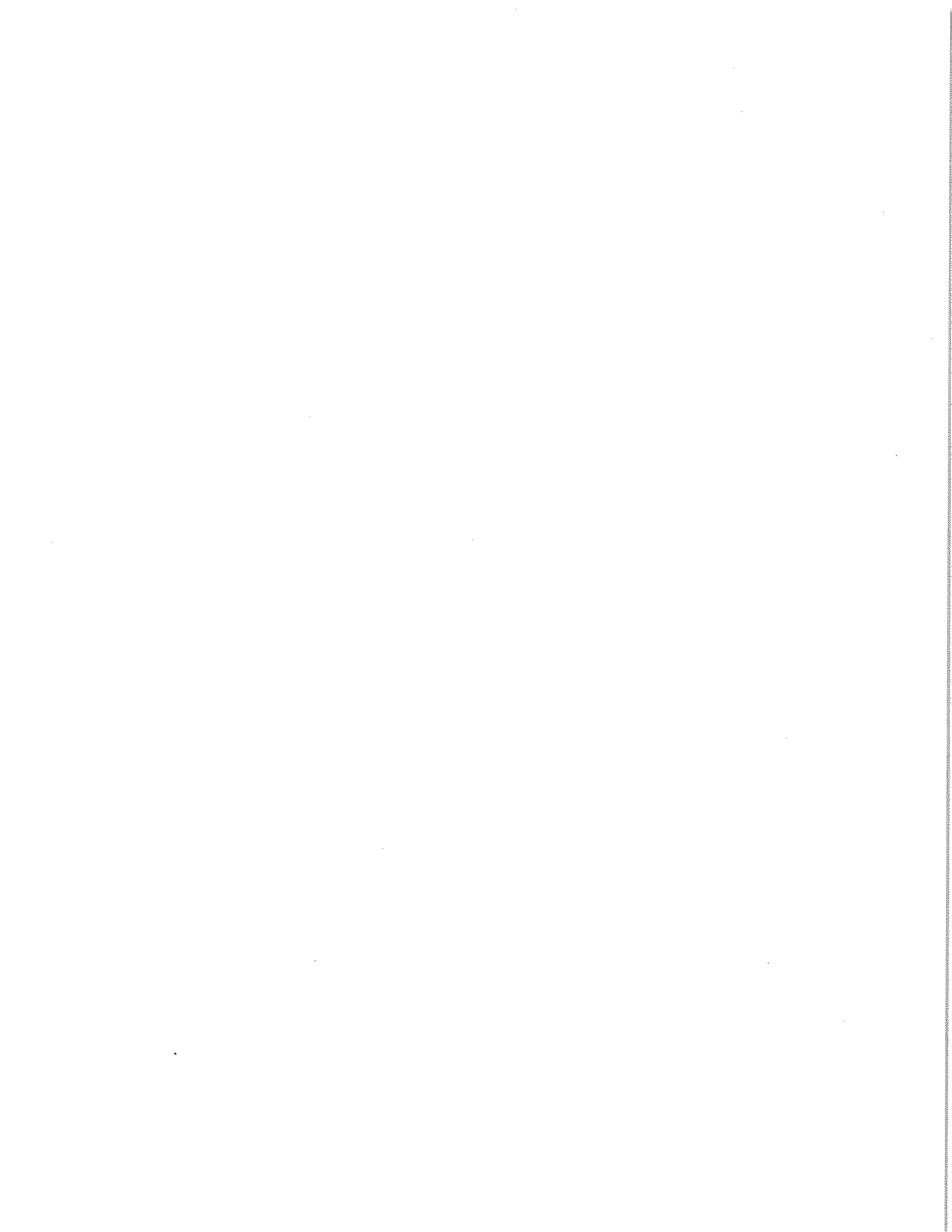
204



Employee Position	Effective Date	Salary Comp Rate	PT Comp Rate	Salary OT Comp Rate	PT OT Comp Rate	Rat sal step 1	sal step 2
Manager / Director	1/1/2019		27.16			40.74	72.98
Manager / Director	1/1/2019	50.98		74.7			875.76
Manager / Director	1/1/2019	58.87		77.12			85252.2
Manager / Director	1/1/2019	72.39		85.92			87098.88
Manager / Director	1/1/2019	62.54		80.34			99441.96
Manager / Director	1/1/2019	37.84		48.43			92554.92
Manager / Director	1/1/2019	51.47		73.22			58116.96
Manager / Director	1/1/2019	42.38		57.89			84737.28
Manager / Director	1/1/2019		38.22		57.33		67231.8
Manager / Director	1/1/2019	53.42		67.26			328.2
Manager / Director	1/1/2019	59.02		74.55			77840.76
Manager / Director	1/1/2019	60.71		80.9			87079.68
Manager / Director	1/1/2019	42.75		58.44			95791.32
Manager / Director	1/1/2019	49.59		74.38			67864.32
Manager / Director	1/1/2019	42.4		63.59			86880.84
Manager / Director	1/1/2019	49.59		74.38			74278.2
Manager / Director	1/1/2019	42.4		63.59			86880.84
Manager / Director	1/1/2019	63.74		81.37			74278.2
Manager / Director	1/1/2019	63.94		81.37			92224.44
Manager / Director	1/1/2019	63.42		80.74			92224.44
Manager / Director	1/1/2019	57.8		77.82			92367.72
Manager / Director	1/1/2019	77.74		102			90691.92
Manager / Director	1/1/2019	77.36		107.64			115601.52
Manager / Director	1/1/2019	38.48		57.72			125436.12
Manager / Director	1/1/2019		61.83		71.12		69576
Manager / Director	1/1/2019	51.29		76.93			9754.68
Manager / Director	1/1/2019	78.27		108.77			87801.96
Manager / Director	1/1/2019	44.95		55.33			124148.28
Manager / Director	1/1/2019	37.76		56.63			63888.72
Manager / Director	1/1/2019	65.58		77.86			67960.32
Manager / Director	1/1/2019	63.36		86.15			90944.04
Manager / Director	1/1/2019	78.77		96.87			96947.16
Manager / Director	1/1/2019	56.95		72.02			109009.2
Manager / Director	1/1/2019						85273.08

Manager / Director	1/1/2019	72.99			85.73		7887.13	94645.56
Manager / Director	1/1/2019	64.12			84.16		8116.85	97402.2
Manager / Director	1/1/2019	65.23			85.82		8277.09	99325.08
Manager / Director	2/1/2019	74.09			88.47		8532.3	102387.6
Manager / Director	1/1/2019	105.7			149.47		14814.23	177770.76
Manager / Director	1/1/2019	88.36			123.46		12236.4	146836.8
Manager / Director	1/1/2019	95.58			128.65		12236.4	146836.8
Manager / Director	1/1/2019	50.36			67.82		6510.55	78126.6
Manager / Director	1/1/2019	92.78			128.65		12236.4	146836.8
Manager / Director	1/1/2019	90.25			125.15		12236.4	146836.8
Manager / Director	1/1/2019		55.21			63.8	605.17	7262.04
Manager / Director	1/1/2019	68.55			94.2		9085.5	109026
Manager / Director	1/1/2019	50.32			69.9		6998.17	83978.04
Manager / Director	1/1/2019	53.26			73.98		6987.17	83846.04
Manager / Director	1/1/2019	37.57			47.74		4689.41	56272.92
Manager / Director	2/11/2019		46.43			57.44	195.62	2347.44
Manager / Director	1/1/2019		57.3			61.32	166.77	2001.24
Manager / Director	1/1/2019		23.54			35.31	72.98	875.76
Manager / Director	1/1/2019	46.88			63.63		6277.69	75332.28
Manager / Director	1/1/2019	43.76			59.99		5891.97	70703.64
Manager / Director	2/1/2019	52.55			78.82		7496.63	89959.56
Manager / Director	1/1/2019	47.22			55.1		5069.17	60830.04
Manager / Director	1/1/2019	50.3			67.82		6510.55	78126.6
Manager / Director	1/1/2019	79.49			108.6		10570.38	126844.56
Manager / Director	1/1/2019	44.63			58.12		5811.7	69740.4
Manager / Director	1/1/2019	60.78			76.75		7418.77	89025.24
Manager / Director	1/1/2019	45.8			59.87		5986.88	71842.56
Manager / Director	1/1/2019	45.8			59.87		5986.88	71842.56
Manager / Director	3/18/2019	22.84			34.14		3398.92	40787.04
Manager / Director	3/1/2019	43.66			57.57		5757.03	69084.36

7



To: TCD Board of Supervisors
From: Sarah Moorehead (*Interim Executive Director*)
Date: May 30th, 2019
Subject: Interim Executive Director's Report



Priority Initiative Updates

Rates and Charges

Included under Tab 3 of the May 30th, 2019 Board Packet:

1. TCD Resolution #2018-01: Establishing a System of Rates and Charges
2. TCD Resolution #2019-02: Adopting an Appeals Process

Tentatively, a briefing with the Thurston BOCC is scheduled for June 27th at 9am. Staff recommends proceeding with a public hearing date of Thursday, June 20th from 6pm – 8pm at the TCD Office. Note, there was not a date that all Supervisors were available to participate. Staff is look for direction to proceed with scheduling the public hearing date, to ensure that appropriate public notice is provided per RCW 89.08.405.

Equipment Rental Program

Staff is gearing up to re-open our Small Farm Equipment Rental Program in June 2019. With the added capacity of an Administrative Assistant, we will be able to open the program (along with our Soil Testing Program) full time to our community.

An exciting announcement, we will be getting a new manure spreader to add to our program! Funding for this will be provided by the WSCC's end of biennium funding. Based on feedback from our landowners, we will be upgrading the size of our spreader slightly, while also researching smaller hand-powered spreaders for micro and urban farms. We will be evaluating the value of our existing broken spreader to determine next steps for this equipment (surplus, repair, sale, etc.).

District Operations

April 30th, 2019 Action Items:

1. **Staff will provide a recommendation for future financial reports for the Board to review and discuss at the May 30th work session.**
Completed. Tab #1 in May 30th Board Meeting Packet.
2. **Ben Cushman will review check register signing statement to determine if it is required and appropriate.**
Completed. Recommendations will be presented to the Board from Ben Cushman.
3. **IED Moorehead will inquire if PCD has a reserve fund policy.**
Completed. Request sent. Information and follow up will be sent to the Board upon receipt.
4. **Staff will schedule a Budget & Finance 101 work session for the Board in early June.**
Completed. June 3rd 1pm – 3pm at TCD Office.
5. **IED Moorehead will connect with TC Manager Ramiro Chavez about our timeline for R&C moving forward.**
Completed. Timeline sent, invitation for regular feedback and communication from TC.
6. **IED Moorehead will schedule a briefing with the Thurston BOCC to discuss R&C.**
In progress. Tentative date held for June 27th at 9am – pending Supervisor availability.
7. **IED Moorehead will assess Supervisor availability to schedule TCD's R&C Public Hearing date in mid-June (6pm – 8pm).**
Completed. Top hearing dates have been provided to Supervisors. Look for further direction to schedule and/or authority to move forward with date selection.
8. **IED Moorehead will provide a final draft of the 2019 Annual Plan to the Board at May Board Meeting.**
Completed. Included under Tab #4 of May 30th Board packet.
9. **IED Moorehead will format the Consent Agenda Resolution and update TCD's Policies and Procedures accordingly.**
Completed. Resolution will be available for signature at May 30th Board meeting. Policy 1.2 update included in under Tab #5 in May 30th Board meeting packet.
10. **Ben Cushman will propose some new language regarding the remote communication policy for the Board to review and Supervisors will provide comments back to IED Moorehead by May 20th. Aggregate feedback will be presented to the full Board at May 30th meeting.**
In progress. IED Moorehead has not received comments regarding this policy.
11. **IED Moorehead will use feedback from the Board to propose a new regular Board meeting and preparation schedule.**

Completed. This information will be presented at May 30th Board meeting under item #9E on the agenda.

12. Supervisor Pickett will update the governance transition document for the May 30th Board meeting.

Completed. Included under Tab #1 in May 30th Board Meeting packet.

Grant Funding

Thurston CD is in process of submitting funding requests and preparing the mid-year budget revision to be reflective of the new contracts that will be effective July 1, 2019. These sources are primarily through WSCC (Livestock TA, Chehalis, Implementation, Cost Share – both Shellfish & NRI, etc.) and through Thurston County (VSP). These funding sources will bring renewed funding to the District and continue to help us build technical capacity. Now that the state budgets have been passed, our funders are closer to allocating those dollars, and the District is closer to having solid numbers to include in our Budget revision.

Staffing Capacity and Hiring

Thurston CD has hired two new staff members to fill both the Conservation Program Manager position and a Natural Resources Technician position! We are very excited to welcome two highly qualified individuals to our team, who can hit the ground running and provide service to our community.

A job recruitment announcement for the Administrative Assistant was posted on May 24th, 2019. An updated staffing plan, reflective of the hired positions will be presented to the Board as part of the mid-year budget revision process.

2018 Accountability Audit (2015-2017)

The Washington State Auditor's Office has concluded their accountability audit for Thurston CD. Thurston CD has not yet received information regarding the completion of the audit report.

Annual Plan Development

The final draft 2019 Annual Plan was included for approval consideration by the Board in the May 30th Board meeting packet. This final draft includes feedback received from Supervisors at the April 30th Board meeting. An approved annual plan must be submitted to WSCC by May 31st, 2019.



To: TCD Board of Supervisors
From: Sarah Moorehead (*Interim Executive Director*)
Date: May 30th, 2019
Subject: Interim Executive Director's Report



Priority Initiative Updates

Rates and Charges

Included under Tab 3 of the May 30th, 2019 Board Packet:

1. TCD Resolution #2018-01: Establishing a System of Rates and Charges
2. TCD Resolution #2019-02: Adopting an Appeals Process

Tentatively, a briefing with the Thurston BOCC is scheduled for June 27th at 9am. Staff recommends proceeding with a public hearing date of Thursday, June 20th from 6pm – 8pm at the TCD Office. Note, there was not a date that all Supervisors were available to participate. Staff is look for direction to proceed with scheduling the public hearing date, to ensure that appropriate public notice is provided per RCW 89.08.405.

Equipment Rental Program

Staff is gearing up to re-open our Small Farm Equipment Rental Program in June 2019. With the added capacity of an Administrative Assistant, we will be able to open the program (along with our Soil Testing Program) full time to our community.

An exciting announcement, we will be getting a new manure spreader to add to our program! Funding for this will be provided by the WSCC's end of biennium funding. Based on feedback from our landowners, we will be upgrading the size of our spreader slightly, while also researching smaller hand-powered spreaders for micro and urban farms. We will be evaluating the value of our existing broken spreader to determine next steps for this equipment (surplus, repair, sale, etc.).

District Operations

April 30th, 2019 Action Items:

- 1. Staff will provide a recommendation for future financial reports for the Board to review and discuss at the May 30th work session.**
Completed. Tab #1 in May 30th Board Meeting Packet.
- 2. Ben Cushman will review check register signing statement to determine if it is required and appropriate.**
Completed. Recommendations will be presented to the Board from Ben Cushman.
- 3. IED Moorehead will inquire if PCD has a reserve fund policy.**
Completed. Request sent. Information and follow up will be sent to the Board upon receipt.
- 4. Staff will schedule a Budget & Finance 101 work session for the Board in early June.**
Completed. June 3rd 1pm – 3pm at TCD Office.
- 5. IED Moorehead will connect with TC Manager Ramiro Chavez about our timeline for R&C moving forward.**
Completed. Timeline sent, invitation for regular feedback and communication from TC.
- 6. IED Moorehead will schedule a briefing with the Thurston BOCC to discuss R&C.**
In progress. Tentative date held for June 27th at 9am – pending Supervisor availability.
- 7. IED Moorehead will assess Supervisor availability to schedule TCD's R&C Public Hearing date in mid-June (6pm – 8pm).**
Completed. Top hearing dates have been provided to Supervisors. Look for further direction to schedule and/or authority to move forward with date selection.
- 8. IED Moorehead will provide a final draft of the 2019 Annual Plan to the Board at May Board Meeting.**
Completed. Included under Tab #4 of May 30th Board packet.
- 9. IED Moorehead will format the Consent Agenda Resolution and update TCD's Policies and Procedures accordingly.**
Completed. Resolution will be available for signature at May 30th Board meeting. Policy 1.2 update included in under Tab #5 in May 30th Board meeting packet.
- 10. Ben Cushman will propose some new language regarding the remote communication policy for the Board to review and Supervisors will provide comments back to IED Moorehead by May 20th. Aggregate feedback will be presented to the full Board at May 30th meeting.**
In progress. IED Moorehead has not received comments regarding this policy.
- 11. IED Moorehead will use feedback from the Board to propose a new regular Board meeting and preparation schedule.**

Completed. This information will be presented at May 30th Board meeting under item #9E on the agenda.

12. Supervisor Pickett will update the governance transition document for the May 30th Board meeting.

Completed. Included under Tab #1 in May 30th Board Meeting packet.

Grant Funding

Thurston CD is in process of submitting funding requests and preparing the mid-year budget revision to be reflective of the new contracts that will be effective July 1, 2019. These sources are primarily through WSCC (Livestock TA, Chehalis, Implementation, Cost Share – both Shellfish & NRI, etc.) and through Thurston County (VSP). These funding sources will bring renewed funding to the District and continue to help us build technical capacity. Now that the state budgets have been passed, our funders are closer to allocating those dollars, and the District is closer to having solid numbers to include in our Budget revision.

Staffing Capacity and Hiring

Thurston CD has hired two new staff members to fill both the Conservation Program Manager position and a Natural Resources Technician position! We are very excited to welcome two highly qualified individuals to our team, who can hit the ground running and provide service to our community.

A job recruitment announcement for the Administrative Assistant was posted on May 24th, 2019. An updated staffing plan, reflective of the hired positions will be presented to the Board as part of the mid-year budget revision process.

2018 Accountability Audit (2015-2017)

The Washington State Auditor's Office has concluded their accountability audit for Thurston CD. Thurston CD has not yet received information regarding the completion of the audit report.

Annual Plan Development

The final draft 2019 Annual Plan was included for approval consideration by the Board in the May 30th Board meeting packet. This final draft includes feedback received from Supervisors at the April 30th Board meeting. An approved annual plan must be submitted to WSCC by May 31st, 2019.

