

Thurston Conservation District

Approved 2020 Consolidated Budget

21-Nov-19

Income

Unrestricted

District Services	30,725
WSSC Implementation	95,600
Rates and Charges	551,475
Overhead	88,500

Unrestricted Total 766,300

Restricted

DOE Deschutes	57,433
South Sound Green	179,927
VSP	97,229
JBLM - SLP	9,375
Shellfish NTA	82,055
Riparian NTA	18,500
ESRP Shore Friendly	159,251
Livestock	25,000
Chehalis	86,888
Shellfish Cost Share	143,518
CREP	18,643
NRI Cost Share	88,828
Restricted Total	966,646

Income Total 1,732,946

Budget Surplus 0

Expense

Unrestricted

Salaries, Benefits & Staff Time	305,248
TCD Cost Share	5,000
Professional Services	108,916
Facility, Vehicles and Maintenance	113,640
Supplies	34,860
Conferences, Trainings & Travel	20,000
Insurance and Banking	17,336
Savings and Debt Pay Down	75,000

Unrestricted total 680,000

Program Allocations

South Sound Green	46,300
TCD VSP	40,000

Program Allocations Total 86,300

Salaries & Benefits	546,050
Overhead	61,014
Travel	4,319
Goods & Services	150,439
Equipment	1,000
Cost Share	197,054
Construction	6,770
Restricted Total	966,646

Expense Total 1,732,946

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Line		2020 Budget	Notes
1.0	Income		
1.1	3431100 · Retail Sales		\$30,725
1.1.1	3411140 · TCD Equipment Rentals	2,800	
1.1.2	3431130 · Soil Testing	5,500	
1.1.3	3431120 · Rental Income	800	
1.1.4	3611120 · Interest on Savings	25	
1.1.5	3431110 · Plant Sales	21,600	
1.2	3300000 · Grant Revenue		\$95,600
1.2.1	3340000 · State Grants	95,600	
1.3	3685200 · Rates & Charges	551,475	\$551,475
1.4	Overhead		\$88,500
1.4.1	5314999 · Salary Overhead from Grants	84,000	
1.4.2	5966699 · Vehicle Overhead from Grants	4,500	
1.5	Total Income	766,300	

2.0	Program Allocations		
2.1	South Sound Green	46,300	
2.2	VSP	40,000	
2.3	Total Program Allocations	86,300	

3.0	Expense		
3.1	Administrative Staff Salaries & Benefits		\$215,860
3.2	Staff Time for District Services & Training		\$89,388
3.2.1	District Services	41,400	Includes District Soil Testing, Plant Sale, Equipment Rental, Communications & Grant Writing
3.2.2	Trainings & Certifications	18,000	Increased number of staff
3.2.3	General TA	10,000	
3.2.4	Working Lands Initiative	3,000	
3.2.5	Engineering & Cost Share TA	5,877	
3.2.6	CTA	11,111	
3.3	TCD Cost Share	5,000	\$5,000
3.4	Professional Services		\$108,916
3.4.1	5314101 · Legal Services	57,416	
3.4.2	5314102 · Audit & Accounting	15,000	
3.4.3	5314103 · Computer Services	15,500	
3.4.4	5314100 · Professional Services	10,000	Potential HR, FCS Group
3.4.5	5314400 · Advertising	1,500	
3.4.6	5314117 · Soil Testing Lab	3,000	
3.4.7	5355001 · Elections Expense	6,500	\$5,500 contracted staff, \$1,000 printing

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Line		2020 Budget	Notes
3.5	Facility, Vehicles and Maintenance		\$113,640
3.5.1	5314104 · Janitorial Services	5,000	
3.5.2	5314501 · Office Rent	47,400	
3.5.3	5314700 · Utilities	7,500	
3.5.4	5314503 · Equipment Leases	3,050	
3.5.5	5314504 · Vehicles	15,000	\$8,000 state lease; \$15,000 for purchase
3.5.6	Computer Equipment	5,000	
3.5.7	5314200 · Communications	10,000	
3.5.8	5313102 · Photocopier Usage	5,000	
3.5.9	5354800 · Repairs & Maintenance	7,000	
3.5.10	Office Furniture & Equipment	3,000	
3.5.11	Road Signs	1,000	
3.5.12	New Telephone System	0	Removed for Board Tablets; Revisit at mid-year revision
3.5.13	Board Tablets	4,690	About \$3,250 for 5 devices; about \$1440 for service plan
3.6	Supplies		\$34,860
3.6.1	5313101 · Office Supplies	7,000	
3.6.2	5314202 · Postage & Shipping	1,500	
3.6.3	5313401 · Plants for Resale	12,500	
3.6.4	5314901 · Meetings & Events	2,000	
3.6.5	5314902 · Organizational Dues	7,500	NACD, WACD, TRPC
3.6.6	Software Licenses	3,400	
3.6.7	Board Meeting Snacks	960	\$80 a month for 12 months
3.7	Conferences, Training and Travel		\$20,000
3.7.1	5314302 · Staff Conference & Training Fees	7,000	
3.7.2	Board Conference and Training Fees	2,500	
3.7.3	5314300 · Staff Travel	5,500	
3.7.4	Board Travel	5,000	
3.8	Insurance and Banking		\$17,336
3.8.1	5314110 · Bank Fees & Interest Charges	1,500	
3.8.2	5314600 · Liability Insurance Premiums	15,336	Increased Liability Premium
3.8.3	5314111 · Late Fees & Penalties	500	
3.9	Savings		\$75,000
3.9.1	Reserve Fund	65,000	Current Balance: \$65,000
3.9.2	Conservation Education Center Savings Plan	10,000	Current Balance: \$10,000
4.0	Total Expense	680,000	
5.0	Net Income	0	

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	DOE	Green	Miscellaneous				RCO	WSCC					
	Deschutes	Green	VSP	JBLM - SLP	Shellfish NTA	Riparian NTA	ESRP Shore Friendly	Livestock	Chehalis	Shellfish Cost Share	CREP	NRI Cost Share	Total
	E100	Green	M400	M075	M600	M650	R035	W025	W050	W060	W070	W080	
Salaries & Benefits	20,018	106,828	97,229	8,523	65,644	14,800	100,351	20,000	69,510	18,451	14,914	9,782	546,050
Overhead	5,005	1,882		852	16,411	3,700		5,000	17,378	4,613	3,729	2,446	61,014
Travel	434	1,735	0				2,150						4,319
Goods & Services	25,857	67,832	0				56,750						150,439
Equipment		1,000											1,000
Cost Share										120,454		76,600	197,054
Construction	6,120	650											6,770
Total	57,433	179,927	97,229	9,375	82,055	18,500	159,251	25,000	86,888	143,518	18,643	88,828	966,646

**Thurston Conservation District
Approved 2020 Staffing Plan**

21-Nov-19

Assumes 2.8% COLA increase for 2019 and step increases.

Assumes benefits at 32% taxes and benefits.

	FTE	Salary & Benefits	FTE Salary & Benefits	Unrestricted	DOE		Miscellaneous				RCO	WSCC				Total	
					E100	Green	M400	M075	M600	M650	R035	W025	W050	W060	W070		W080
					Deschutes	Green	VSP	JBLM - SLP	Shellfish NTA	Riparian NTA	ESRP Shore Friendly	Livestock	Chehalis	Shellfish Cost Share	CREP		NRI Cost Share
Administrative Staff																	
Exec Director	1.00	116,703	116,703	95.0%	110,868						5.0%						100%
Admin Assistant	1.00	52,114	52,114	100.0%	52,114												100%
Accountant	0.60	78,404	47,043	100.0%	47,043												100%
Accounting Assistant	0.50	34,610	17,305	100.0%	17,305												
Project Staff																	
South Sound Green Program Manager	1.00	90,624	90,624	15.0%	13,594	2.0%	71.0%					12.0%					100%
South Sound Green Assistant	1.00	46,708	46,708	10.0%	4,671		90.0%										100%
Education and Outreach Specialist	0.80	69,132	55,306	17.0%	9,402	18.0%		35.0%		10.0%	6.0%	9.0%		5.0%			100%
Education and Outreach Assistant	1.00	46,895	46,895	16.0%	7,503	3.0%				20.0%	5.0%	6.0%		50.0%			100%
Habitat Specialist	1.00	64,532	64,532	10.0%	6,453	9.0%					5.0%	14.0%			4.0%	23.0%	100%
Natural Resource Technician	1.00	65,996	65,996	10.0%	6,600								11.0%		14.0%		6.0%
Conservation Program Manager	1.00	103,556	103,556	14.0%	14,498	1.0%					5.0%	60.0%		20.0%			100%
Natural Resource Specialist	1.00	72,877	72,877	10.0%	7,288			38.0%	11.0%	10.0%		16.0%		6.0%		9.0%	100%
Natural Resource Technician	1.00	70,675	70,675	10.0%	7,067			71.0%						11.0%			8.0%