



## Walla Walla Watershed Management Partnership

*For Fish • For Farms • For Everyone •*

The Honorable Pat McCarthy  
Washington State Auditor  
P.O. Box 40021  
Olympia, WA 98504-0021

May 6, 2020

### Formal Walla Walla Watershed Management Partnership Response to Performance Audit Report:

The Walla Walla Watershed Management Partnership (Partnership) appreciates the opportunity to provide a formal response to the performance report prepared in accordance with Second Substitute Senate Bill 5352 (2019) (SSSB 5352). Senate Bill 5352 directed the Partnership to:

“Participate with the department to complete, by June 30, 2020, a performance audit conducted by the state auditor’s office within existing resources, and a financial audit funded with existing department resources, to evaluate the Walla Walla pilot program since 2008 and to incorporate audit findings and recommendations into a thirty-year integrated water resource management strategy;”

While Partnership Board members, informed by our staff, the Water Resources Panel and the Policy Advisory Group have concerns and do not agree with some of the findings and recommendations in both the performance and financial audit reports submitted to the Legislature, all agree with the general conclusions that significant investments of public funds have not resulted in measurable improvements to the Partnership’s primary objective of instream flow enhancement. At this stage, it is of greatest importance to focus on the future, learn from the audits, and set the stage to make the thirty-year integrated water resource management strategy process (Walla Walla Water 2050) a success.

The Partnership’s focus is intended to help ensure the collaborative approach established to guide development of the Walla Walla Water 2050 process, takes full advantage of the early high level of engagement from the local community, the Confederated Tribes of the Umatilla Indian Reservation (CTUIR), and many other vital state and federal partners. The involvement from Oregon Water Resources Department is especially vital in our bi-state basin. The collaborative process, especially considering COVID 19 safety measures, will take effort but is vital to ensure we identify and integrate into the plan our unique local values, knowledge, and experiences. We also believe this focus will help the basin identify the best ways to support and build upon the good working relationships and collaboration between the CTUIR and the federal and state natural resource managers.

The Performance and Financial Audit reports are important forms of governance review for management of public funds and scarce water resources in an over-appropriated and stream flow deficient basin. The reports provide valuable information and lessons to inform the future of water management in the Walla Walla River Basin in emergent and collaborative processes like the WWW 2050 planning process. We look forward to updating the Legislature in November and would like to again express our appreciation for your continued support and guidance.

Sincerely,

Judith S. Johnson, Chair  
Walla Walla Watershed Management Partnership



# FINANCIAL EVALUATION

Walla Walla Watershed Management Partnership

Prepared for:

Washington State Department of Ecology

Kraght Snell, PS

## **Introduction and Objectives**

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Kraght Snell was contracted by the Washington State Department of Ecology to perform a financial evaluation (Evaluation) on the Walla Walla Watershed Management Partnership. The purpose of the evaluation was to satisfy Ecology objectives as follows.

1. Is WWWMP Compliant with Laws and Rules?
2. Is the WWWMP self-sustaining without Ecology Funding?
3. Are Ecology funds being managed appropriately?
4. How salaries are determined for Partnership staff?
5. What is the health of the Partnerships cash flow?
6. Procurement/Contracts – are state and federal procurement rules being followed?
7. Deliverables – are we getting what we paid/gave money for (projects and reports) and how is this being followed up and verified?

Based on the results of our work, the objectives were met using a comprehensive planning and documentation review process; approved Evaluation Plan; onsite fieldwork; and this report.

## **Financial Evaluation Scope**

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The Evaluation covered WWWMP books and records between July 1, 2017 and December 31, 2019. The following Ecology contracts were in effect during this period.

1. WRFA-VERI-WaWWMP-00007, FY2019 and 2019 RCW 90.92 Implementation Funding,
2. WRFA-1921-WaWWMP-00003, FY2020 and 2021 RCW 90.92 Implementation Funding, and
3. WROCR-2018-WaWMP-00001, Walla Walla Basin Instream Flow Enhancement Feasibility Study.

## **Summary of Findings**

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The work resulted in six findings.

1. WWWMP's is not maintaining sound internal controls and accountability for project cash.
2. WWWMP did not provide an accurate and complete financial report to its Board and Ecology for yearend December 31, 2019. This is the financial report that may be in the next report to the Legislature.
3. WWWMP did not make timely payments to contractors due to lack of working capital.
4. WWWMP did not maintain procurement and project files in accordance with Contract WROCR-2018- WaWWMP-0001 requirements.
5. WWWMP is not tracking time and effort by Task on Contract WRFA-1921-WaWWWMP-0003.
6. The financial framework of WWWMP as it currently exists does not make economic sense.

## Conclusions and Recommendations

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WWWMP's current financial position and technical capacity is not structured to manage project work. They are not:

1. Paying contractor invoices in a timely fashion because they do not have adequate working capital.
2. Maintaining adequate contract and project management files due to lack of staffing levels or technical capacity.

It would take significant amounts of money to correct these issues. However, spending additional money does not make economic sense as working capital and technical capacity exists within Ecology.

**In order to mitigate legal, environmental, and financial risk, it is recommended that Ecology take the lead and perform the project management function for continued project work in the Walla Walla Watershed.**

Because WWWMP is almost entirely dependent on Ecology funds, 58.6% of these funds are used for traditionally indirect functions. Even with this being said, internal control systems are still not sound including cash disbursements, bookkeeping, timekeeping, and financial reporting. It would take additional funding and a significant increase in Board involvement to improve current systems. Spending additional money for the services provided does not make economic sense when other established organizations already maintain trusted internal control systems and don't require Ecology funding to establish and maintain an administrative and financial infrastructure.

**It is recommended that Ecology evaluate the WWWMP relationship and whether it should continue after Contract WRFA-1921-WaWWWMP-0003 ends and possibly look to other established organizations to perform regional public engagement, facilitation, and water management work.**

## Findings and Recommendations

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### **Finding #1: WWWMP's is not maintaining sound internal controls and accountability for project cash.**

In 2019, 97% of WWWMP's expenditures were funded by Ecology. WWWMP's current internal control structure for cash disbursements consists of the following:

1. Board members sign checks based on voucher approval;
2. The contract bookkeeper reconciles the cash account using online banking information;
3. Sick and vacation time accruals and uses are maintained by employees and not in official payroll records; and
4. The Executive Director manages Electronic Funds Transfers through online bank access.

The above internal controls are not considered sufficient given the following:

1. Board members do not follow-up to ensure all checks signed actually clear the bank by the intended payee or review bank statements against monthly approvals. This is extremely important as WWWMP does not undergo an annual financial statement audit;
2. The bookkeeper was not required to submit current bonding and insurance information;
3. The Board does not provide oversight over payroll including timekeeping and employee leave; and
4. The Executive Director and bookkeeper have access to the bank account to pay bills online without Board oversight including an independent reconciliation of WWWMP's checking account.

Contract WRFA-1921-WaWWWMP-0003 states:

“Recipient (WWWMP) shall follow the Administrative Requirements for Recipients of Ecology Grants and Loans – EAGL Edition.”

Administrative Requirements for Recipients of Ecology Grants and Loans – EAGL Edition requires recipients to:

“Provide effective internal control and accountability for all project cash.....”

Based on the current system, unapproved expenditures could go undetected. It is important to note, except Voucher 2252, Vouchers 1708 through 2255, (July 11, 2017 through January 7, 2020) were traced to bank statements without issue.

**Recommendation:** Under most circumstances, Ecology might notify WWWMP that they are in violation of contract terms and conditions and request a revised internal control policy for project cash that includes Board involvement. However, Ecology does not have real enforcement authority over WWWMP if they elected not to improve internal control systems over project cash. This relationship provides significant financial risk. Therefore, it is recommended that Ecology evaluate the WWWMP relationship and whether it should continue after Contract WRFA-1921-WaWWWMP-0003 ends.

**Finding #2: WWWMP did not provide an accurate and complete financial report to its Board and Ecology for yearend December 31, 2019. This is the financial report that may be in the report to the Legislature.**

WWWMP 2019 yearend Balance Sheet, as disclosed during its February 4, 2020 Board Meeting is as follows.

**WWWMP 2019 Balance Presented to Board**

<b>Cash/Total Assets</b>	<b>\$</b>	<b>183,639</b>	
<b>Total Liabilities (Payroll Liability)</b>			<b>\$ 8,819</b>
<b>Fund Balance</b>			<b>174,820</b>
<b>Total Liabilities &amp; Fund Balance</b>			<b>\$ 183,639</b>

The actual financial position of WWWMP is on the following Balance Sheet. The Balance Sheet presented above materially distorts WWWMP’s financial position. It does not include material Accounts Receivable and Accounts Payable accruals. Notice the difference in the fund balance presented, \$174,820 versus reality, \$46,838.

**WWWMP 2019 Balance Sheet Restated by Kraght Snell, PS**

<b>Assets</b>			
Cash	\$	183,639	
Accounts Receivable		126,628	
<b>Total Assets</b>	<b>\$</b>	<b>310,267</b>	
<b>Liabilities</b>			
Accounts Payable			\$ 263,429
Payroll Liability			-
<b>Total Liabilities</b>			<b>263,429</b>
<b>Fund Balance</b>			<b>46,838</b>
<b>Total Liabilities and Fund Balance</b>			<b>\$ 310,267</b>

There is also potential claim of \$29,393 on the \$46,838 fund balance. The Executive Director's records show a sick leave balance of 461.5 hours. This potential claim on fund balance should be reported as a note with all presented financial statements.

Contract WRFA-1921-WaWWWMP-0003 states:

“Recipient (WWWMP) shall follow the Administrative Requirements for Recipients of Ecology Grants and Loans – EAGL Edition.”

Administrative Requirements for Recipients of Ecology Grants and Loans – EAGL Edition requires recipients:

“Accounting records must include the following.....Accounts receivable ledger, which records all funds.....Accounts payable ledger which records all expenditures.”

**Recommendation:** If necessary, Ecology might consider correctly reporting WWWMP's financial position to external stakeholders including the Legislature. The position should include all outstanding invoices to Ecology and contractor and vendor claims.

**Finding #3: WWWMP did not make timely payments to contractors due to lack of working capital.**

WWWMP did not make timely payments to its contractors on Contract WROCR-2018-WaWWWMP-00001, Walla Walla Basin Instream Flow Enhancement Feasibility Study. Timely payment is considered within 30 days if the work was satisfactorily performed.

WWWMP held contractor invoices until it invoiced Ecology. Then once Ecology payment was received, they waited until after the next Board meeting to issue payment.

Below is the sample of 15 contractor/sub-recipient invoices, each with a timeline. Notice the time between contract invoice date and check clear date, 2.5 to 5.5 months. Notice how long it took WWWMP to pay contractors after Ecology paid for the same work, mostly over 30 days.

It may appear Ecology did not make a few payments on a timely basis, (Invoice Submittal to Ecology versus Ecology Payment. This is not the case. Ecology was waiting on adequate support for Progress Reports to be uploaded to EAGL.

Invoice Date	Vendor	Number	Amount	Check Date	Check Clear Date	Time from Invoice to Clear	Invoice Submittal to Ecology	Ecology Payment	Clear Date to Ecology Payment
10/23/19	Ch2M Hill Engineers, Inc.	707425CH009	14,868.09	01/07/19	01/21/20	3 months	11/19/19	12/20/19	32 days
09/16/19	Aspect Consulting	34399	3,750.00	01/07/19	Not cleared	5 months	11/19/19	12/20/19	Not cleared
09/11/19	Ch2M Hill Engineers, Inc.	707425CH008	48,940.25	01/07/19	01/21/20	4 months	11/19/19	12/20/19	32 days
08/19/19	Ch2M Hill Engineers, Inc.	707425CH007	31,293.25	01/07/19	01/21/20	5 months	11/19/19	12/20/19	32 days
06/20/19	Materials Testing & Inspection	164167	2,803.75	09/03/19	09/11/19	2.5 months	06/26/19	08/08/19	34 days
06/10/19	Aspect Consulting	33449	7,500.00	09/03/19	09/10/19	3 months	06/26/19	08/08/19	32 days
05/20/19	Walla Walla Basin Watershed Council	866	2,603.24	08/06/19	08/14/19	3 months	06/26/19	08/08/19	6 days
05/02/19	Water Rights Solutions, LLC	1719	165.00	05/07/19	05/16/19	2 weeks	05/21/19	06/13/19	N/A
03/11/19	Walla Walla Basin Watershed Council	846	1,822.08	06/04/19	06/11/19	3 months	03/14/19	05/17/19	17 days
02/20/19	Ch2M Hill Engineers, Inc.	707425CH003	28,046.41	06/04/19	06/19/19	4 months	03/14/19	05/17/19	33 days
01/29/19	Walla Walla Basin Watershed Council	830	2,254.47	06/04/19	06/11/19	4.5 months	03/14/19	05/17/19	25 days
12/24/18	Ch2M Hill Engineers, Inc.	707425CH002	25,956.90	06/04/19	06/19/19	5.5 months	03/14/19	05/17/19	33 days
12/20/18	Walla Walla Basin Watershed Council	822	4,333.91	06/04/19	06/11/19	5.5 months	03/14/19	05/17/19	25 days
10/29/18	Ch2M Hill Engineers, Inc.	707425CH001	19,038.75	02/05/19	02/19/19	3.5 months	12/10/18	01/23/19	27 days
09/26/18	Ch2M Hill Engineers, Inc.	381160696	2,883.38	01/08/19	02/25/19	5 months	11/06/18	12/10/18	77 days

WWWMP did not have the cash to pay its contractors unless payment was first received by Ecology. Given that this was the case, WWWMP should have contractually managed its contractors' billing process by requiring one invoice at the end of each month, for all contractually approved work, and then managing its own billing process by submitting a complete and accurate invoice to Ecology the first week of each month.

Aspect Consulting Invoice 34399 had not cleared the bank as of February 19, 2020. The Executive Director did not send the check for this payment even though the Board approved the Voucher on January 7, 2020.

The Contract states:

“Recipient (WWWMP) shall follow the Administrative Requirements for Recipients of Ecology Grants and Loans – EAGL Edition.”

Administrative Requirements for Recipients of Ecology Grants and Loans – EAGL Edition requires recipients:

“Make timely payments to contractors.”

WWWMP does not have the working capital to manage projects. WWWMP cannot pay its bills without Ecology funding. Furthermore, WWWMP does not have the technical capacity to manage project cash flow by drafting reasonable contract payment terms and then invoicing Ecology in a timely manner.

**Recommendation:** It is suggested that Ecology consider alternative arrangements for project management work in the Walla Walla Basin. WWWMP does not have the financial means to fund contractor or vendor invoices without pre-payment from Ecology. In addition, it does not have the technical capacity to manage project cash flow.

**Finding #4: WWWMP did not maintain procurement and project files in accordance with Contract WROCR-2018-WaWWWMP-0001 requirements.**

WWWMP did not maintain contractually acceptable engineering procurement and project management documentation for Walla Walla Basin Instream Flow Enhancement Feasibility Study including the following:

**Procurement**

1. Evaluation notes for source selection,
2. Budget and scope negotiation notes, and
3. Methodology for contract pricing.

Some of the contract fixed prices did not make sense. For example, \$13,403 for a one day, six person kick off and data gap meeting, (e.g., \$200 x 8 x 6 = \$9,600).

**Contract Documents**

1. Contract terms with specific payment terms, (e.g. supporting progress reports, end of month invoicing to coincide to Ecology billing, etc.)

**Project Management**

1. Project monitoring and control, maintaining a tracking schedule with the Engineer's 33 scoped work products;
2. Deliverable review notes in paper or electronic project files;
3. Management and negotiation (scope and price) of change order, (\$347,450 to \$423,000); and
4. Invoice review notes including comparing amounts billed to project management tracking.

The Contract states:

“Recipient (WWWMP) shall follow the Administrative Requirements for Recipients of Ecology Grants and Loans – EAGL Edition.”

Administrative Requirements for Recipients of Ecology Grants and Loans – EAGL Edition requires recipients:

“Maintain documentation and complete records of procurement and contract activities. Records must be easily accessible for the recipient, Ecology, and auditors to review....negotiates an acceptable fee according to standard state rates. “

The Contract also states:

“The Recipient will administer the project. Responsibilities will include, but not limited to: project records; submittal of requests for reimbursement and corresponding backup documentation, progress reports and recipient closeout report.....submittal of required performance items.”

Furthermore, the Contract states:

“The Recipient must manage the project. Efforts will include: Conducting, coordinating project activities and assuring quality control.”

According to the Contract, the Expected Outcome was to be:

“Timely and complete submittal of requests for reimbursement, quarterly reports and recipient closeout report. Properly maintained project documentation.”

There are legal, environment, and financial risks of not maintaining adequate project management documentation. In addition, the consultant is in effect running the project which can create future technical dependency issues.

**Recommendation:** It is recommended that Ecology consider alternative arrangements for project management work in the Walla Walla Basin. WWWMP does not have the technical capacity or staffing levels to manage project work. In addition, they do not have the financial means to develop technical capacity or staffing levels.

**Finding #5: WWWMP is not tracking time and effort by Task on Contract WRFA-1921-WaWWWMP-0003.**

WWWMP is not maintaining time and effort records by the five tasks under Contract WRFA-1921-WaWWWMP-0003. In addition, it did not maintain time and effort records by task under WRFA-VERI-WaWWWMP-00007.

The Contracts states:

“Recipient (WWWMP) shall follow the Administrative Requirements for Recipients of Ecology Grants and Loans – EAGL Edition.”

Administrative Requirements for Recipients of Ecology Grants and Loans – EAGL Edition states:

“Cash expenditures and in kind contributions are reported and tracked by task.”

WWWMP stated the amounts billed to each task is based on the Executive Director’s review of timesheet descriptions. Based on an independent evaluation of descriptions noted on employee timesheets for a six month period ending December 31, 2019, it was noted that timesheets descriptions do not support the hours allocated to each task. The Executive Director spent over 50% of his time on Tasks 1, Project Administration and Task 2, Water Management Board and Committee Organization, yet only 37% of his time was billed to these tasks. While the Program Director spent over 58% of his time on Tasks 1, Project Administration and Task 2, Water Management Board and Committee Organization, yet only 28% of his time was billed to these tasks.

The FY2000-21 budget for Tasks 1 and 2 is \$125,000 or 25% of \$500,000, not 50%. The Progress Reports submitted in EAGL did not provide any additional insight to actual time and effort for each tasks as the Summary of Accomplishments were brief and did not justify hours billed.

In reality, Ecology does not have any enforcement authority over WWWMP if work is not performed in accordance with the contract budget. The organization is required to exist in accordance with RCW 90.92 and if Ecology terminated funding mid-biennium, the two employees would not be paid and the organization would close.

**Recommendation:** WWWMP may not provide sufficient support on the activities below in accordance with the FY2000-21 contract budget.

1. 30-Year Strategic Plan for Integrated Water Management
2. Partnership Transition Work
3. Maintain Water Management Activities through Transition

**Finding #6: The financial framework of WWWMP as it currently exists does not make economic sense.**

Based on 2019 timekeeping logs (Exhibit A), WWWMP’s two staff members spend close to 55% of their Ecology billable hours managing a small number of expenditures, billing Ecology, and working with the WWWMP Board. They are essentially managing the following:

1. Their own paychecks and benefits,
2. Monthly rent to Walla Walla Community College,
3. Annual insurance,
4. Monthly bookkeeping,
5. A few small miscellaneous expenses such as newspapers and Google storage, and
6. Monthly two hour Board meeting including agenda and minutes.

**Expected Expenditures 2020**

	<b>Estimate</b>	<b>Indirect</b>
Salaries and Benefits	\$ 207,000	\$ 113,850
Rent	18,700	18,700
Insurance	2,900	2,900
Bookkeeping	8,500	8,500
Misc	12,900	2,500
Primary Expenses	<b>\$ 250,000</b>	<b>\$ 146,450</b>
Indirect Percentage	58.58%	

When you add together rent, insurance, bookkeeping, and office supplies, indirect expenses encumber 58.6% of the contract budget. Examples of the two staff members’ timekeeping logs are as follows.

**Executive Director**

- March 14: Accounting info = 8.5 hours
- July 3: Board governance research, financial & cash flow = 9.5 hours
- July 15: Voucher review = 6.5 hours
- July 30 and 31: Board packets, vouchers, and meeting prep = 18 hours
- August 8: QuickBooks work with bookkeeper = 7 hours

**Program Director**

- March 29: Board meeting prep, update website – 8 hours
- April 1: Board meeting prep = 6 hours
- April 2: Board meeting and prep = 9.5 hours
- August 8: Grant reimbursement, workbooks, water banking = 6 hours
- August 9: Grant reimbursements, update budget forms = 6 hours
- August 12: Grant reimbursements, update budget forms = 5 hours
- August 13: Grant reimbursements, update budget forms = 6 hours
- August 14: Grant reimbursement workbooks, file clean-up = 4.25 hours
- August 16: Grant reimbursement = 6 hours

The above described timekeeping entries are normally reserved for large organizations managing multiple funding sources, not a two person organization almost solely dependent on one funding source. If WWWMP would have leveraged the RCW 90.92 funding to acquire other funding sources, this type of administrative work would have been appropriate.

Spending funds to fully support WWWMP's administrative structure without the funds being leveraged to secure other revenues sources, (including water banking fees) does not make economic sense. Other established governments, nonprofits and companies have full administrative and financial infrastructures without Ecology funding.

**Recommendation:** It is recommended that Ecology evaluate the WWWMP relationship and whether it should continue after Contract WRFA-1921-WaWWWMP-0003 ends. There may be other established organizations that can perform regional public engagement, facilitation, and water management work without the need to fund a full organizational infrastructure.

**Exhibit A**

**2019 Employee Timesheets**

**Executive Director**

Date	Activities	Expenses	TOTAL	WDOE WRFA 19/21	SRSRB FY19/20	BOR 17/18	WDOE WROCR004	Holiday	Exec Leave	Sick	Excess Hours
1-Jan	Holiday		8.00					8.00			
2-Jan	e-mail catch up, set up mtg w/City of WW		8.50	8.50							
3-Jan	SC mtg prep, update of CLFP		8.50	8.50							
4-Jan	reimbursement follow on, SEPA for flow study		8.00	8.00							
5-Jan			-								
6-Jan			-								
7-Jan	WRP mtg, SC mtg prep, review RFPs		8.50	8.50							
8-Jan	Potential Dayton LWP, Board mtg		12.50	8.50	4.00						
9-Jan	review RFPs for flow study, sick leave		8.50	6.00						2.50	
10-Jan	conf call w/ECY		8.50	8.50							
11-Jan	Partnership priorities, Gugleimelli ROE		8.00	8.00							
12-Jan			-								
13-Jan			-								
14-Jan	WRAC conf call, WWCC LWP		8.50	8.50							
15-Jan	follow on to Water bank WRP discussions		8.50	8.50							
16-Jan	Flow study mtg		8.50	4.50			4.00				
17-Jan	Elzey water right, WWCC LWP		8.50	8.50							
18-Jan	prep of house hearing on WWMP renewal, Flow study contract amendment		8.00	6.00	2.00						
19-Jan			-								
20-Jan			-								
21-Jan	Holiday		8.00					8.00			
22-Jan	SRSRB mtg, Elzey water right		10.50	4.00	4.00					2.50	
23-Jan	PAG mtg, budget work		8.50	8.50							
24-Jan	Coordinate w/SRSRB on Mill Creek GI		8.50	4.50	4.00						
25-Jan	Flow study contract amendment, Board mtg prep		8.00	8.00							
26-Jan			-								
27-Jan			-								
28-Jan	budget work, Elzey water right		8.50	5.83							2.67
29-Jan	Board packets, Flow study SEPA		8.50								8.50
30-Jan	prep for Water rights mtgs, summer intern prep		8.50								8.50
31-Jan	conf call w/ECY, Water bank modeling		8.50							3.00	5.50
1-Feb	Tarbutton & Downes call, OCR call w/brian		5.00		1.00		4.00				
2-Feb			-								
3-Feb			-								
4-Feb	Board mtg prep, Siesmic issue work		8.50	7.50	1.00						
5-Feb	Board mtg prep, Board meeting		12.00	10.00	2.00						
6-Feb	budget work, sick leave		8.50	7.00						1.50	
7-Feb	OCR water availability, COLA info		8.50	8.50							
8-Feb	CLFP update, update to Board on olympia activities		8.50	8.50							
9-Feb			-								
10-Feb			-								
11-Feb	Special Board mtg prep, SRSRB mtg prep		11.50	7.50	4.00						
12-Feb	dr. appt., WWCC LWP		8.50	7.00						1.50	
13-Feb	Elzey water acq, CRRAG call in		10.50	6.50	4.00						
14-Feb	exec leave		8.00						8.00		
15-Feb	exec leave		8.00						8.00		
16-Feb			-								
17-Feb			-								
18-Feb	Holiday		8.00					8.00			
19-Feb	Special Board mtg, CLFP updates, OCR & Siesmic		11.50	9.50			2.00				
20-Feb	Board mtg follow up, TKCPA mtg		8.50	8.50							
21-Feb	Mtgs on option contracts, OCR mts setting		8.50	4.50			4.00				
22-Feb	WWWMP future calls, prep for Olympia mtgs		8.50	8.50							
23-Feb			-								
24-Feb			-								
25-Feb	City of WW mtg,		8.50	8.50							
26-Feb	, TKCPA mtg/SRSRB mtg, Elzey water right		11.50	11.50							
27-Feb	Olympia visit		12.50	10.83							1.67
28-Feb	Olympia visit		12.50								12.50

1-Mar	Olympia visit		14.50	14.50						
2-Mar			-							
3-Mar			-							
4-Mar	Board mtg prep, Exempt well mtg w/landowner		8.50	8.50						
5-Mar	Board mtg and prep		11.50	11.50						
6-Mar	flow study mtg in MF		8.50	3.50			5.00			
7-Mar	Snowpack mtg and prep		8.50	8.50						
8-Mar	follow up from Oly trip, vouchers		7.50	7.50						
9-Mar			-							
10-Mar			-							
11-Mar	Flow study outreach mtg, reimbursements		8.50	8.50						
12-Mar	flow study contracts		8.50	4.50			4.00			
13-Mar	s/l, WWCC class presentation		8.50	5.50					3.00	
14-Mar	accounting info,		8.50	8.50						
15-Mar	flow study landowner mtg		8.00	6.00			2.00			
16-Mar			-							
17-Mar			-							
18-Mar	out		-							
19-Mar	Water banking & water rights workshop		11.50	11.50						
20-Mar	WWCC LWP water rights workshop		11.50	9.50	2.00					
21-Mar	train new CPA firm water rights workshop		10.50	5.50					5.00	
22-Mar	voucher, DRS payment		8.00	8.00						
23-Mar			-							
24-Mar			-							
25-Mar	ESD & L&I payment, WWCC LWP follow up,		8.50	8.50						
26-Mar	SRSRB mtg, Elzey water right		10.50	3.33	4.00					3.17
27-Mar	sick leave & fisheries mtg in Kennewick		12.50		4.00				8.00	0.50
28-Mar	PERS submittal, reimbursements		8.50							8.50
29-Mar	funeral, vouchers, reimbursement issue		8.00						3.00	5.00
30-Mar			-							
31-Mar			-							
1-Apr	Board mtg prep, Doctor appt		8.50	6.50					2.00	
2-Apr	Board mtg & prep, Board memeber mtg		12.00	12.00						
3-Apr	Benngonton research, WWMP \$\$ issues,		8.50	8.50						
4-Apr	Board future, siesmic work on Pine Creek		8.50	8.50						
5-Apr	WWWMP \$\$ issues, EAGL issues		8.00	6.00					2.00	
6-Apr			-							
7-Apr			-							
8-Apr	WWWMP budget issues, monitoring discussion		8.50	5.50			3.00			
9-Apr	docto appt, call CLG on water issue		8.50	8.50						
10-Apr	Bennington conf call,		8.50	5.50					3.00	
11-Apr	Jacobs contract admin		8.50	5.50			3.00			
12-Apr	Flow study conf call, reimbursements		8.00	7.00					1.00	
13-Apr			-							
14-Apr			-							
15-Apr	ED self evaluation, EAGL, reimbursements		8.50	7.50	1.00					
16-Apr	prep for WRP mtg, Exempt well research		8.50	8.50						
17-Apr	Lunch with past Board member, WRP mtg		9.00	9.00						
18-Apr	WRP follow up, SRSRB contract		8.50	1.50	4.00		3.00			
19-Apr	track bills in Olympia,		8.00	8.00						
20-Apr			-							
21-Apr			-							
22-Apr	Mill Creek mtg, mtg w/Elzey, Skalski conf call, Mill Creek mtg		10.50	10.50						
23-Apr	SRSRB mtg, Elzey water right, Board member mtg		10.50	6.50	4.00					
24-Apr	LWP research on Mill Creek, Jacobs contract		8.50	7.50			1.00			
25-Apr	lease on Big Springs creek		8.50	8.50						
26-Apr	Elzey lease research		8.00	5.33						2.67
27-Apr			-							
28-Apr			-							
29-Apr	Elzey lease development		8.50							8.50
30-Apr	Board packets, performance review entrance call		8.50							8.50

1-May	contract RFP for biennium, meet w/ Board members	8.50	8.50						
2-May	conf call on legal issues, possible LWP in dayton	8.50	8.50						
3-May	Elzey water lease, press release	8.00	7.00					1.00	
4-May		-							
5-May		-							
6-May	Board mtg prep, recruit for alternate slot	8.50	8.50						
7-May	Board mtg & prep	12.00	12.00						
8-May	Columbia River mtg, press release	8.50	5.50	3.00					
9-May	water lead on Big Springs cr, Elzey water lease	8.50	8.50						
10-May	meet w/ Board chair, water lead on Yellowhawk	8.00	8.00						
11-May		-							
12-May		-							
13-May	TEW water discussion, upper Touchet water lead	8.50	8.50						
14-May	Gugliemelli water right, SAO financial audiit	8.50	5.50	3.00					
15-May	meet w/ Board chair	8.50	8.50						
16-May	SAO audit, COE & Mill Creek	8.50	8.50						
17-May	COE & Mill Creek mtg, OCR \$\$ issues	8.00	6.00					2.00	
18-May		-							
19-May		-							
20-May	Blalock ID mtg, OCR \$\$ issues	10.50	10.50						
21-May	Flow study mtg	8.50	7.50			1.00			
22-May	SAO conf call, press release	8.50	8.50						
23-May	COE & Mill Creek mtg	8.50	2.33						6.17
24-May	vacation	8.00						8.00	
25-May		-							
26-May		-							
27-May	Holiday	8.00					8.00		
28-May	SRSRB Mtg, OCR mtg, board packets	12.25		3.00		4.00			5.25
29-May	flow study mtg	8.50							8.50
30-May	prep for June Board mtg, flow study follow up	5.00							5.00
31-May	vacation	8.00						8.00	
1-Jun		-							
2-Jun		-							
3-Jun	Board mtg prep, Elzey lease	8.50	8.50						
4-Jun	Board mtg, respond to info requests for RFP	12.00	10.00	2.00					
5-Jun	Board mtg follow up, CPA mtg	8.50	8.50						
6-Jun	Elzey lease, prep for June 12 mtg	8.50	8.50						
7-Jun	Oliver water lease, Logsdon Exempt well	8.00	8.00						
8-Jun		-							
9-Jun		-							
10-Jun	June 12 mtg prep, Oliver water lease	8.50	8.50						
11-Jun	WRP mtg, SC mtg prep, review RFPs	8.50	8.50						
12-Jun	Mtg with OCR in Union Gap	10.00	10.00						
13-Jun	advance oif funds with ECY? IT glitches	8.50	8.50						
14-Jun	discuss Mill Cr COE study, follow up to June 12 mtg	8.00	8.00						
15-Jun		-							
16-Jun		-							
17-Jun	Dayton LWP, Jones water lease	8.50	7.50	1.00					
18-Jun	Press release, prep for 6/27 mtg	8.50	8.50						
19-Jun	Tarbutton phone call and follow on to OCR \$\$	8.50	8.50						
20-Jun	board packets, press release	8.50	8.50						
21-Jun	vacation	8.00						8.00	
22-Jun		-							
23-Jun		-							
24-Jun	conduct payroll, prep for 6/27 mtg	8.50	8.50						
25-Jun	board packets, SRSRB mtg	10.50	8.50	2.00					
26-Jun	Budget mtgs, set up TWG mtg	8.50	8.50						
27-Jun	Board mtg, re-set SC mtg, Elzey water lease	11.50	11.50						
28-Jun	Board mtg follow up, S/L	5.00	1.33					2.00	1.67
29-Jun		-							

1-Jul	Board mtg prep		8.50	8.50						
2-Jul	SAO mtg, Board mtg		9.50	7.50	2.00					
3-Jul	Board governance research, financials & cash flow		9.50	9.50						
4-Jul	Holiday		8.00				8.00			
5-Jul	Board mtg follow on, financial work		8.50	8.50						
6-Jul			-							
7-Jul			-							
8-Jul	sick leave		8.00						8.00	
9-Jul	Board member mtg, cash flow calcs, quickbook review		8.50	7.50	1.00					
10-Jul	Uhling mtg, Planning TWG		8.50	8.50						
11-Jul	RFP review mtg, county planning & Exempt wells		9.50	9.50						
12-Jul	Verner phone call, follow up from RFP mtg		8.00	8.00						
13-Jul			-							
14-Jul			-							
15-Jul	dr appt., voucher review		8.50	6.50					2.00	
16-Jul	Board future research		8.50	8.50						
17-Jul	Board prep idea mtg		9.50	9.50						
18-Jul	dentist appt, financial work,		8.50	6.50					2.00	
19-Jul	mtg w/Kip Kelly, quickbook admin work		8.00	8.00						
20-Jul			-							
21-Jul			-							
22-Jul	sick		8.00						8.00	
23-Jul	SRSRB mtg, OCR funds reprogramming		10.50	8.50	2.00					
24-Jul	research on Board governance		9.50	9.50						
25-Jul	OCR funds reprogramming		8.50	8.50						
26-Jul	Call OCCR fon funding idea, Board packets		8.00	7.33						0.67
27-Jul			-							
28-Jul			-							
29-Jul	Planning TWG conf call,		9.50							9.50
30-Jul	Board packets, vouchers		9.50							9.50
31-Jul	Vouchers, Board mtg prep		8.50							8.50
1-Aug	p/t appt, county planning and exempt well future		8.50	7.50					1.00	
2-Aug	Board mtg prep		8.00	8.00						
3-Aug			-							
4-Aug			-							
5-Aug	conf call w/Ecology, Board mtg prep		8.50	8.50						
6-Aug	Board future research, Board mtg		12.00	12.00						
7-Aug	Board prep idea mtg, follow up on Board mtg		8.50	8.50						
8-Aug	p/t appt, QB work w/Bookkeeper		8.50	7.00					1.50	
9-Aug			8.00	8.00						
10-Aug			-							
11-Aug			-							
12-Aug	research on Board governance		8.50	8.50						
13-Aug	prep for SC meeting, OCR funds reprogramming		8.50	6.00			2.50			
14-Aug	s/l, prep for Whitman class presentation		8.50	7.50					1.00	
15-Aug	OCR funds re-programming		8.50	4.50			4.00			
16-Aug	prep for 8/20 conf call		8.00	8.00						
17-Aug			-							
18-Aug			-							
19-Aug	Ideas for Partnership future		8.50	8.50						
20-Aug	SC TWG mtg, conf call w/ECY		8.50	8.50						
21-Aug	SC meeting		8.50				8.50			
22-Aug	Exempt well info request from WW co		8.50	8.50						
23-Aug	s/l, WWCC class presentation		8.00	6.00					2.00	
24-Aug			-							
25-Aug			-							
26-Aug	Develop ideas for Board Mtg & Partneship future		8.50	3.33						5.17
27-Aug	ECY conf call, board Packets, vouchers		8.50							8.50
28-Aug	exec leave		8.00					8.00		
29-Aug	exec leave		8.00					8.00		
30-Aug	exec leave		8.00					8.00		
31-Aug			-							

1-Sep			-							
2-Sep	Holiday		8.00				8.00			
3-Sep	Board future research, Board mtg		11.50	11.50						
4-Sep	Board prep idea mtg, follow up on Board mtg		8.50	8.50						
5-Sep	conf call with OCR		8.50	5.50			3.00			
6-Sep	Resolution records & organization, OCR amendment		8.00	4.00			4.00			
7-Sep			-							
8-Sep			-							
9-Sep	meet with agent on 2020 health insurance, research on Board governance		8.50	8.50						
10-Sep	prep for SC meeting, OCR funds reprogramming, exec leave		8.50	4.50				4.00		
11-Sep	prep for Whitman class presentation, conf call on Oct. 3-4 mtg		8.50	8.50						
12-Sep	OCR funds re-programming		8.50	3.50			5.00			
13-Sep	s/l, prep for 9/19 conf call		8.00	4.00					4.00	
14-Sep			-							
15-Sep			-							
16-Sep	Ideas for Partnership future		8.50	8.50						
17-Sep	SC TWG mtg, conf call w/ECY on Oct. 3-4 workshop		8.50	8.50						
18-Sep	Whitman class presentation, Dayton meeting		8.50	8.50						
19-Sep	s/l, conf call for Oct. 3-4 mtg, call Board member		8.50	7.50					1.00	
20-Sep	prep for Oct. 3-4 mtg, SC mtg prep		8.00	5.00			3.00			
21-Sep			-							
22-Sep			-							
23-Sep	Develop ideas for Board Mtg & Partnership future		8.50	8.50						
24-Sep	board Packets, vouchers, SRSRB mtg		10.50	8.50						2.00
25-Sep	s/l, board mtg prep		8.50	7.50					1.00	
26-Sep	Cronin phone call		8.50	8.50						
27-Sep	prep for Oct 3-4 workshop & conf calls		8.00	8.00						
28-Sep			-							
29-Sep			-							
30-Sep	Board mtg prep & vouchers		8.50	2.83						5.67
1-Oct	Board mtg and prep		11.50	9.50	2.00					
2-Oct	Board mtg follow up		8.50	8.50						
3-Oct	30 year plan meeting		9.50	9.50						
4-Oct	30 year plan meeting		8.50	8.50						
5-Oct			-							
6-Oct			-							
7-Oct	Develop ideas for Partnership future		8.50	8.50						
8-Oct	board Packets, vouchers, meet w/ board chair		8.50	8.50						
9-Oct	s/l, board mtg prep		8.50	8.50						
10-Oct	Kohr phone call, 30 year plan review info		8.50	8.50						
11-Oct	follow up to for Oct 3-4 workshop & conf calls		8.00	8.00						
12-Oct			-							
13-Oct			-							
14-Oct	prep for Touchet field mtg		8.50	6.50	2.00					
15-Oct	Touchet field day		8.50	6.50	2.00					
16-Oct	Flow study mtg		8.50	2.50			6.00			
17-Oct	discussions on exec comm		8.50	8.50						
18-Oct	EAGL fix, contract question on RFQ		8.00	5.00			3.00			
19-Oct			-							
20-Oct			-							
21-Oct	health insurance, Ecy discussion on Partnership SRSRB mtg, s/l, discuss w/Foltz on fisheries for Snake Basin		8.50	8.50						
22-Oct	OCR funds reprogramming, SAO audit		10.50	3.50	4.00				3.00	
23-Oct	s/l, RFQ development		8.50	5.50			3.00			
24-Oct	RFQ development, plan PAWG mtg		8.50	3.50			3.00		2.00	
25-Oct			8.00	8.00						
26-Oct			-							
27-Oct			-							
28-Oct	gather info on exempt wells, SAO audit discussion		8.50	2.33						6.17
29-Oct	prep for 11/5 mtg, Board mtg packets		8.50							8.50
30-Oct	s/l, doctor appt,		8.50						5.00	3.50
31-Oct	prep for 11/6 mtg, Board rep mtg		8.50							8.50

1-Nov		8.00	6.00						2.00
2-Nov		-							
3-Nov		-							
4-Nov		8.50	8.50						
5-Nov		12.50	12.50						
6-Nov		8.50	8.50						
7-Nov		8.50	6.50					2.00	
8-Nov		8.00	6.00	2.00					
9-Nov		-							
10-Nov		-							
11-Nov	Holiday	8.00					8.00		
12-Nov		8.50	8.50						
13-Nov		8.50	8.50						
14-Nov		8.50	5.50	3.00					
15-Nov		8.00	8.00						
16-Nov		-							
17-Nov		-							
18-Nov		8.50	8.50						
19-Nov		8.50	6.50	2.00					
20-Nov		8.50	5.50	3.00					
21-Nov		8.50	5.50	3.00					
22-Nov		8.00	2.33	2.00					3.67
23-Nov		-							
24-Nov		-							
25-Nov		8.00					8.00		
26-Nov		8.00					8.00		
27-Nov		8.00					8.00		
28-Nov	Holiday	8.00					8.00		
29-Nov	Holiday	8.00					8.00		
30-Nov		-							
1-Dec		-							
2-Dec	exec leave	8.00					8.00		
3-Dec	Board meeting	12.50	9.50	3.00					
4-Dec	Board mtg follow up, RFQ follow up	9.00	9.00						
5-Dec	SC mtg all day	9.00	7.00	2.00					
6-Dec	2050 conf call, follow up to SC mtg	8.00	8.00						
7-Dec		-							
8-Dec		-							
9-Dec	prep for 12/18 mtg, landowner mtg	9.00	7.00	2.00					
10-Dec	prep for 12/12 mtgs	9.00	9.00						
11-Dec	Dave Campbell mtg,	9.00	9.00						
12-Dec	PAG & WRP mtg on WWWMP	9.00	6.00	3.00					
13-Dec	exec leave & conf call	8.00					8.00		
14-Dec		-							
15-Dec		-							
16-Dec	prep for 12/18 mtg,	9.00	9.00						
17-Dec	prep for data mtg wed	9.00	9.00						
18-Dec	2050 meeting and prep, data mtg	9.00	4.83						4.17
19-Dec	mtg wWWCC on facilities	9.00							9.00
20-Dec	exec leave	8.00					8.00		
21-Dec		-							
22-Dec		-							
23-Dec	exec leave	8.00					8.00		
24-Dec	exec leave & board packets	8.00					4.00		4.00
25-Dec	holiday	8.00					8.00		
26-Dec	exec leave	8.00					8.00		
27-Dec	exec leave	8.00					8.00		
28-Dec		-							
29-Dec		-							
30-Dec	exec leave	8.00					8.00		
31-Dec	exec leave	8.00					8.00		

**Program Director**

Date	Activities	Expenses	TOTAL	WDOE WRFA 17/19	SRSRB FY17/18	BOR 17/18	WDOE WROCR004	Holiday	Exec Leave	Sick	Excess Hours
1-Jan	Holiday		8.00					8.00			
2-Jan	Board mtg. prep, WRP mtg. prep, PAG mtg. prep		8.00	8.00							
3-Jan	Water banking annual reports, Board mtg. prep, WRP mtg. prep		8.00	8.00							
4-Jan	Water banking, WRP mtg. prep, study water acquisition materials		8.00	4.00	4.00						
5-Jan			-								
6-Jan			-								
7-Jan	WRP mtg. prep, WRP mtg. Board meeting prep., WRP minutes, water banking, Board meeting		8.00	8.00							
8-Jan	Board meeting prep., WRP minutes, water banking, Board meeting		10.50	10.50							
9-Jan	Board mtg. minutes, water banking		8.00	8.00							
10-Jan	Sick Leave		8.00							8.00	
11-Jan	Update EWM handouts, Trust water GIS		8.00	4.00	4.00						
12-Jan			-								
13-Jan			-								
14-Jan	Update EWM handouts, water banking		8.00	8.00							
15-Jan	Water banking annual reports		8.00	8.00							
16-Jan	SRSRB RTT meeting, update EWM handouts		8.00		8.00						
17-Jan	Meet w/OCR, water banking annual reports, set up WRP meet.		8.00	4.00	4.00						
18-Jan	Water banking annual reports, update EWM handouts		8.00	4.00	4.00						
19-Jan			-								
20-Jan			-								
21-Jan	Holiday		8.00					8.00			
22-Jan	Prep for PAG meet., water banking extensions		8.00	8.00							
23-Jan	PAG meeting, PAG minutes		8.00	8.00							
24-Jan	Water banking reports, WRP meet.prep.		8.00	8.00							
25-Jan	Water banking extensions and agreements		8.00	8.00							
26-Jan			-								
27-Jan			-								
28-Jan	Water banking annual reports, update EWM handouts		8.00	8.00							
29-Jan	Board meeting prep.		8.00	8.00							
30-Jan	Water banking reports, Trust water GIS		8.00	2.83							5.17
31-Jan	Water banking reports, Trust water GIS		8.00								8.00
1-Feb	Water banking tracking, WRP notices		8.00	8.00							
2-Feb			-								
3-Feb			-								
4-Feb	Board meeting prep., water banking annual reports, study water acquisition materials		8.00	4.00	4.00						
5-Feb	Board meeting prep., Board meeting		11.00	11.00							
6-Feb	Board meeting minutes, water banking tracking		8.00	6.00			2.00				
7-Feb	WRP mtg. prep, water banking annual reports		8.00	8.00							
8-Feb	CLFP option contracts, water banking tracking, study water acquisition materials		8.00	6.00	2.00						
9-Feb			-								
10-Feb			-								
11-Feb	GIS, update CLFP, water banking		7.00	5.00			2.00				
12-Feb	GIS, water banking, study water acquisition materials		8.00	8.00							
13-Feb	GIS, water banking, Board meeting prep., Snowpack mtg. prep.,		8.00	6.00	2.00						
14-Feb	Snowpack meeting prep., water banking		8.00	8.00							
15-Feb	Snowpack meeting prep, Board meeting prep, water banking, study water acquisition materials		8.00	6.00	2.00						
16-Feb			-								
17-Feb			-								
18-Feb	Holiday		8.00					8.00			
19-Feb	Board meeting prep., GIS, Board meeting		11.50	11.50							
20-Feb	SRSRB RTT meeting, Board meeting minutes		8.00	4.00	4.00						
21-Feb	Water banking annual reports, CLFP agreements, Little WW Rivers meeting		10.00	8.00	2.00						
22-Feb	GIS, Snowpack meeting prep., activities list		8.00	6.00	2.00						
23-Feb			-								
24-Feb			-								
25-Feb	GIS, snowpack meeting prep.		8.00	6.00	2.00						
26-Feb	Water banking, Board packets		8.00	8.00							
27-Feb	Board meeting prep., GIS, water banking		8.00	4.00	4.00						
28-Feb	Sick Leave		8.00							8.00	

1-Mar	Update Google drive, WWCC LWP, mitigation water records	8.00	8.00						
2-Mar		-							
3-Mar		-							
4-Mar	Water banking extension letters, EAGL training	8.00	8.00						
5-Mar	Board meeting prep., Board meeting	10.50	10.50						
6-Mar	Submit PRPR in EAGL	8.00	8.00						
7-Mar	Prep for Snowpack mtg., Snowpack mtg.	8.00	8.00						
8-Mar	Board mtg. minutes, water banking, water rights workshops outreach	8.00	6.00	2.00					
9-Mar		-							
10-Mar		-							
11-Mar	Update website, water banking, Board mtg. minutes	8.00	8.00						
12-Mar	Reimbursement cheat sheet, water banking, WWCC LWP	8.00	6.00	2.00					
13-Mar	OCR grant reimbursement in EAGL, reimbursement cheat sheet	8.00	4.00			4.00			
14-Mar	OCR grant reimbursement in EAGL, reimbursement cheat sheet, water banking	8.00	6.00			2.00			
15-Mar	Water banking extensions	8.00	8.00						
16-Mar		-							
17-Mar		-							
18-Mar	Water banking extensions	8.00	8.00						
19-Mar	MCWG Meeting, Water Rights Workshop prep. & workshop	10.00	6.00	4.00					
20-Mar	SRSRB RTT Meeting	8.00		8.00					
21-Mar	Water banking extensions, Water Rights Workshop	9.50	9.50						
22-Mar	Grant tracking, water banking extensions	8.00	8.00						
23-Mar		-							
24-Mar		-							
25-Mar	Board packets, water banking extensions	8.00	8.00						
26-Mar	Board packets, reimbursement cheat sheet	8.00	8.00						
27-Mar	Water banking extensions, exempt well package update	8.00	8.00						
28-Mar	W drive file clean -up, water banking extensions	8.00	8.00						
29-Mar	Board meeting prep., update website	8.00	7.33						0.67
30-Mar		-							
31-Mar		-							
1-Apr	Board meeting prep., SRSRB reimbursement	8.00	6.00	2.00					
2-Apr	Board meeting prep., Board meeting	9.50	9.50						
3-Apr	Main grant reimbursement request	8.00	8.00						
4-Apr	Board meeting minutes, water banking ext.	8.00	8.00						
5-Apr	Grant reimbursement cheat sheet, SRSRB reimbursement	8.00	6.00	2.00					
6-Apr		-							
7-Apr		-							
8-Apr	SRSRB reimbursement, financial statement, water banking extensions	8.25	6.25	2.00					
9-Apr	Financial statement, water banking extensions	8.25	8.25						
10-Apr	Sick Leave	8.00						8.00	
11-Apr	SE WA NE OR GIS Users meeting, record keeping	8.00	8.00						
12-Apr	Water banking extensions, record keeping & filing	8.00	8.00						
13-Apr		-							
14-Apr		-							
15-Apr	WRP meeting prep, water banking extensions, review SRSRB contract docs	8.00	6.00	2.00					
16-Apr	WRP meeting prep, water banking extensions, review SRSRB contract docs	8.00	7.00	1.00					
17-Apr	WRP meeting prep & meeting, SRSRB LE meeting prep	8.00	4.00	2.00		2.00			
18-Apr	SRSRB LE Draft Application Mtg.	8.00	2.00	6.00					
19-Apr	WRP minutes, water banking extensions	8.00	8.00						
20-Apr		-							
21-Apr		-							
22-Apr	Water banking extensions, Elzey lease	8.00	8.00						
23-Apr	Water banking extensions, grant amendment	8.00	8.00						
24-Apr	Grant amendment, grant budgeting, water banking extensions	8.00	7.00			1.00			
25-Apr	Grant progress report, water bank extension, Little WW Rivers Working Group meeting	10.00	8.00			2.00			
26-Apr	Grant budgeting, record keeping	8.00	8.00						
27-Apr		-							
28-Apr		-							
29-Apr	Water banking extensions, Board packets	8.00	1.33						6.67
30-Apr	Board packets, per. audit entrance conf.	8.00	8.00						

1-May	Financial statement, water banking extensions, CLFP update		8.00	8.00						
2-May	Board meeting prep., water banking, grant amendment		8.00	8.00						
3-May	OCR grant, RFQQ updates, water banking		8.00	8.00						
4-May			-							
5-May			-							
6-May	RFQQ updates, Board mtg. prep, water banking		8.00	8.00						
7-May	Board mtg. prep., Board meeting		11.33	11.33						
8-May	Board mtg. minutes, water banking		8.00	8.00						
9-May	State Audit Annual Report, CLFP update		8.00	8.00						
10-May	State Audit Annual Report, OCR grant		8.00	8.00						
11-May			-							
12-May			-							
13-May	Water banking extensions, Elzey lease		8.00	6.00	2.00					
14-May	Elzey lease, grant reimbursements, stream flow presentation		8.00	4.00	4.00					
15-May	SRSRB RTT meeting, water banking extensions		8.00	2.00	6.00					
16-May	Water banking extensions, grant amendment, Little WW Rivers mtg.		10.00	8.00	2.00					
17-May	Stream flow presentation, water banking extensions, grant reimbursements		8.00	5.00	3.00					
18-May			-							
19-May			-							
20-May	Sick Leave		8.00						8.00	
21-May	Monitoring TWG meeting, OCR reimbursement		7.00	7.00						
22-May	OCR reimbursement, budget update, CLFP update, performance audit conference call		8.00	8.00						
23-May	WRP meeting prep., water banking extensions		8.00	8.00						
24-May	Water banking extensions, Board packets		8.00	8.00						
25-May			-							
26-May			-							
27-May	Holiday		8.00				8.00			
28-May	WRFA grant reimbursement, financial statements, water banking extensions		8.00	1.00						7.00
29-May	Flow study meeting		8.00	3.00		5.00				
30-May	WRFA grant reimbursement, Mill Creek GI meeting		8.00	8.00						
31-May	Financial statements, water banking extensions		8.00	8.00						
1-Jun			-							
2-Jun			-							
3-Jun	Board meeting prep., performance audit info request, water banking extensions		8.00	8.00						
4-Jun	SRFB Project Tour, Board meeting		11.50	3.00	8.50					
5-Jun	SRFB Project Tour		10.50		10.50					
6-Jun	SRFB Project Tour, Little WW Rivers meeting		9.50	4.50	5.00					
7-Jun	OCR reimbursement, water banking, CLFP		8.00	8.00						
8-Jun			-							
9-Jun			-							
10-Jun	OCR reimbursement, Board mtg. minutes, WRP meeting prep.		8.00	8.00						
11-Jun	WRP meeting, Board mtg. minutes		8.00	8.00						
12-Jun	OCR work session		9.00	9.00						
13-Jun	Website repair, Ecology contract, water banking		8.00	8.00						
14-Jun	WRFA grant reimbursement, performance audit		8.00	8.00						
15-Jun			-							
16-Jun			-							
17-Jun	Performance audit, WRFA grant reimbursement		8.00	8.00						
18-Jun	Performance audit, water banking extensions, budget		8.00	8.00						
19-Jun	SRSRB RTT meeting, performance audit, Board packets		8.00	5.00	3.00					
20-Jun	Board packets, performance audit, water banking extensions		8.00	8.00						
21-Jun	Water banking extensions, OCR grant reimbursement		8.00	8.00						
22-Jun			-							
23-Jun			-							
24-Jun	Board packets, OCR grant reimbursement		8.00	8.00						
25-Jun	Board packets, WRFA grant reimbursement		8.00	8.00						
26-Jun	WRFA grant reimbursement		8.00	8.00						
27-Jun	Board meeting prep, Board meeting		10.50	10.50						
28-Jun	Board meeting minutes, end of month statements		8.00	10.33						(2.33)
29-Jun			-							
30-Jun			-							

1-Jul	SRSRB & OCR reimbursements, Board mtg. prep, water banking letter	8.00	4.00	4.00						
2-Jul	Board mtg. prep., per. audit, Board mtg.	11.25	11.25							
3-Jul	Board mtg. minutes, water banking	8.00	8.00							
4-Jul	Holiday	8.00					8.00			
5-Jul	Vacation	8.00						8.00		
6-Jul		-								
7-Jul		-								
8-Jul	Water banking letter, intern tasks	7.00	7.00							
9-Jul	MCWG meeting, OCR reimbursement, Ecology contract	8.00	4.00	4.00						
10-Jul	OPMA training & materials, met w/ Charles Uhling, water banking letter	8.00	8.00							
11-Jul	Grant reimbursement, OPMA training, intern tasks	8.00	8.00							
12-Jul	Grant reimbursement and budget, OPMA training	8.00	8.00							
13-Jul		-								
14-Jul		-								
15-Jul	Main grant reimbursement & budget, OPMA training, new Board member SOP	8.00	8.00							
16-Jul	Grant reimbursements, OPMA training, Little WW Rivers WG	9.50	9.50						8.00	
17-Jul	Sick Leave	8.00								
18-Jul	SRSRB LE Final Scoring Mtg.	8.00	2.00	6.00						
19-Jul	OPMA training, main grant reimbursement	8.00	8.00							
20-Jul		-								
21-Jul		-								
22-Jul	OPMA training, main grant reimbursement	8.00	8.00							
23-Jul	Main grant reimbursement, OPMA Training certificates	8.00	8.00							
24-Jul	Main grant close out	8.00	8.00							
25-Jul	Main grant close out, water banking letter	8.00	8.00							
26-Jul	Stream flow presentation, new grant spreadsheets & files	8.00	7.00	1.00						
27-Jul		-								
28-Jul		-								
29-Jul	Water banking extensions, Board packets	8.00	1.58							6.42
30-Jul	Board packets	8.00	8.00							
31-Jul	Stream flow presentation, new grant spreadsheets & files	8.00								8.00
1-Aug	Vouchers, receipts, reimbursements	8.00	8.00							
2-Aug	Board mtg. prep.	8.00	8.00							
3-Aug		-								
4-Aug		-								
5-Aug	Board mtg. prep, grant reimbursements	8.00	8.00							
6-Aug	Board mtg. prep, Board meeting	10.00	10.00							
7-Aug	Board mtg. minutes, mailing contracts	8.00	8.00							
8-Aug	Grant reimbursement workbooks, water banking	8.00	6.00	2.00						
9-Aug	Grant reimbursements, update budget forms	8.00	6.00				2.00			
10-Aug		-								
11-Aug		-								
12-Aug	Grant reimbursements, update budget forms	8.00	5.00							3.00
13-Aug	Grant reimbursements, update budget forms	8.00	6.00	2.00						
14-Aug	Grant reimbursement workbooks, file clean-up	8.00	4.25							3.75
15-Aug	Water banking record correction w/ECY	8.00	8.00							
16-Aug	Grant reimbursement, RTT mtg. prep.	8.00	6.00	2.00						
17-Aug		-								
18-Aug		-								
19-Aug	File clean-up, grant reimbursement	8.00	8.00							
20-Aug	Project Pairing mtg. set-up, call w/ECY	8.00	6.00				2.00			
21-Aug	RTT mtg., grant workbooks, file clean-up	8.00	3.00	4.00			1.00			
22-Aug	Budget spreadsheet, performance audit	8.00	8.00							
23-Aug	Performance audit	8.00	4.50						3.50	
24-Aug		-								
25-Aug		-								
26-Aug	Board packets, performance audit, vouchers	8.00	8.00							
27-Aug	Board packets, call w/ECY-workshop	8.00	8.00							
28-Aug	Performance audit, budget spreadsheet	8.00	8.00							
29-Aug	Performance audit, reimbursements, vouchers	8.00	8.00							
30-Aug	Board mtg. prep., vouchers	8.00	3.33							4.67
31-Aug		-								

1-Sep			-								
2-Sep	Holiday		8.00					8.00			
3-Sep	Board mtg. prep.		8.00	6.00	2.00						
4-Sep	Board mtg. minutes, after mtg. tasks		8.00	6.00	2.00						
5-Sep	Con. call WWBWC & ECY, WRFA reimburse.		8.00	7.00			1.00				
6-Sep	Fin.state., budget tracking, WWW 2050 notices		8.00	8.00							
7-Sep			-								
8-Sep			-								
9-Sep	WWW 2050 notices, sick leave		8.00	4.00						4.00	
10-Sep	Budget tracking, OCR reimbursement		8.00	8.00							
11-Sep	Con. Call w/ECY, OCR reimbursement		8.00	8.00							
12-Sep	Budget tracking, OCR reimbursement		8.00	6.00	2.00						
13-Sep	File clean-up, grant reimbursement sheets		8.00	6.00	2.00						
14-Sep			-								
15-Sep			-								
16-Sep	Public records req., email ECY blog		8.00	8.00							
17-Sep	Fin. state., budget tracking, con. call w/ECY		8.75	8.75							
18-Sep	Update MOA, grant reimbursement sheets		8.00	8.00							
19-Sep	Little WW Rivers mtg., OCR grant for MOA		10.00	7.00	1.00		2.00				
20-Sep	Vacation		8.00						8.00		
21-Sep			-								
22-Sep			-								
23-Sep	Board packets, OCR grant for MOA		8.00	8.00							
24-Sep	Board packets, financial statements		8.00	8.00							
25-Sep	MOA w/ WWBWC, Little WW Rivers mtg.		10.83	7.83	1.00		2.00				
26-Sep	OCR grant, vouchers		8.00	8.00							
27-Sep	OCR grant, vouchers		8.00	8.00							
28-Sep			-								
29-Sep			-								
30-Sep	Board mtg. prep, vouchers		8.00	7.75							0.25
1-Oct	Board mtg. prep., Board mtg.		9.75	9.75							
2-Oct	Board mtg. minutes, WRFA grant reimburse.		8.00	8.00							
3-Oct	SRSRB reimburse., WWW 2050 Workshop		8.00	6.00	2.00						
4-Oct	WWW 2050 Workshop		8.00	8.00							
5-Oct			-								
6-Oct			-								
7-Oct	Budget and fin. statement, LWP annual reports		8.00	8.00							
8-Oct	OCR grant amend., LWP annual reports		8.00	7.00	1.00						
9-Oct	OCR grant amend & reimbursement		8.00	6.00	2.00						
10-Oct	OCR grant amend., LWP annual reports		8.00	6.00					2.00		
11-Oct	Vacation		8.00						8.00		
12-Oct			-								
13-Oct			-								
14-Oct	Budget and fin. statement, LWP annual reports		8.00	8.00							
15-Oct	Touchet River Project Tour		8.00	8.00							
16-Oct	SRSRB RTT meeting, LE Mtg. prep.		8.00		8.00						
17-Oct	LE 2020 SRFB Grant meeting, LWP reports		8.00	2.00	6.00						
18-Oct	OCR amend., budget and fin. statement		8.00	8.00							
19-Oct			-								
20-Oct			-								
21-Oct	Sick Leave		8.00							8.00	
22-Oct	Sick Leave		8.00							8.00	
23-Oct	Sick Leave		8.00							8.00	
24-Oct	RFQ on website, Jacobs PCN 3, WRFA receipt		8.00	8.00							
25-Oct	Diversion & well info for Aspect, LWP reports		8.00	8.00							
26-Oct			-								
27-Oct			-								
28-Oct	Fin. Statement, mtg. w/ A.J. Oakes - GFID		8.00	4.00	4.00						
29-Oct	Board packets		8.00	3.58							4.42
30-Oct	OCR reimbursement		8.00	6.00	2.00						
31-Oct	OCR reimbursement, RFQ on website		8.00								8.00

1-Nov	Vouchers, water banking annual reports		8.00	8.00						
2-Nov			-							
3-Nov			-							
4-Nov	Vouchers, Board Mtg. prep.		8.00	8.00						
5-Nov	Board mtg. prep, Board meeting		11.00	9.00	2.00					
6-Nov	PAWG meeting, Board meeting minutes		8.00	8.00						
7-Nov	SRSRB reimbursement, time sheet update		8.00	6.00	2.00					
8-Nov	WRFA reimbursement, water bank correction		8.00	8.00						
9-Nov			-							
10-Nov			-							
11-Nov	Holiday		8.00				8.00			
12-Nov	Time sheet update, budget and fin. statement		8.00	8.00						
13-Nov	Water bank report letters, time sheet update		8.00	8.00						
14-Nov	Water bank report forms, mtg. w/ Dave Campbell, LWWR Work Group		10.00	6.00	4.00					
15-Nov	Strategic Plan. Ad. Comm., LWP annual reports		8.00	5.00	3.00					
16-Nov			-							
17-Nov			-							
18-Nov	Water bank report forms, 30-Yr plan		8.00	8.00						
19-Nov	WRP/PAG meeting sch., water bank report		8.00	8.00						
20-Nov	SRSRB RTT mtg., OCR reimbursement		8.50	2.50	6.00					
21-Nov	GIS User Group mtg., OCR reimbursement		8.00	4.00	4.00					
22-Nov	OCR reimbursement, water banking apps.		8.00	8.00						
23-Nov			-							
24-Nov			-							
25-Nov	Water bank apps., DRS training, Board packets		8.00	6.00	2.00					
26-Nov	Board packets, water bank reports, vouchers		8.00	8.00						
27-Nov	LWP reports, water bank reports, vouchers		8.00	5.83	2.00					0.17
28-Nov	Holiday		8.00				8.00			
29-Nov	Holiday		8.00				8.00			
30-Nov			-							
1-Dec			-							
2-Dec	Vouchers, Board mtg. prep.		8.00	6.00	2.00					
3-Dec	Board mtg. prep., Board meeting		10.75	8.75	2.00					
4-Dec	Board mtg. min., Board PAG & WRP announ.		8.00	8.00						
5-Dec	WRFA Grant reimbursement, Flow Study mtg.		8.00	4.00	4.00					
6-Dec	Water bank ann. rep., Board position announ.		8.00	8.00						
7-Dec			-							
8-Dec			-							
9-Dec	Vacation		8.00					8.00		
10-Dec	Board position announ., Water bank ann. rep.		8.00	8.00						
11-Dec	WRP & PAG meet. prep, meet w/Dave Campbell		8.00	4.00	4.00					
12-Dec	PAG & WRP meet., Little WW Riv. Work Group		10.25	5.25	5.00					
13-Dec	Water bank ann. reports, OCR reimbursement		6.50	6.50						
14-Dec			-							
15-Dec			-							
16-Dec	Vacation		8.00					8.00		
17-Dec	Vacation		8.00					8.00		
18-Dec	WWW 2050, Data WG, WWW 2050 mtg notes		8.00	6.00	2.00					
19-Dec	WWW 2050 mtg notes, water bank ann. reports		8.00	8.00						
20-Dec	Water banking, water bank ann. reports		8.00	8.00						
21-Dec			-							
22-Dec			-							
23-Dec	Fin. Statement, budget, Board packets		8.00	5.00						3.00
24-Dec	Board packets		8.00	1.33	1.00			2.50		3.17
25-Dec	Holiday		8.00				8.00			
26-Dec	Vacation		8.00					8.00		
27-Dec	Vacation		8.00					8.00		
28-Dec			-							
29-Dec			-							
30-Dec	Vacation		8.00					8.00		
31-Dec	Personal Holiday		8.00				8.00			