

Monthly Report

Natasha Dangler

LRCD Office Administrator

September 2026

Upcoming Events & Dates:

- 10/3 The Big Event – LaBonte Garden Clean-up
- 10/12 Columbus Holiday – LRCD office closed
- 10/21 LRCD Board Meeting
- 10/30 Legislative Function (AM) & Haunted Gardens! (PM)

Office Administration:

- Submitted FY25/26 Annual Reports to WACD/WDA
 - Meeting with Digital Blues regarding technical assistance for layout and design
- Pick up print & sign orders from Digital Blues & American Paintbrush
- General organization and rearrangement of storage cabinets and boxes

Finances & Bookkeeping:

- Prep work for FYE 6/30/26 Audit
- Attended online training for F-32 guidance and annual submission
- Monthly grant/program tracking with Martin
- Paid all monthly bills and invoices, made bank deposits, reconciled accounts and mailed checks.
- Compiled the monthly finance folder for submission to our CPA on 9/14

Communication, Computers & Websites:

- Formal inquiry submitted to CivicPlus/Streamline
- Processed C.E.G. application
- Attended weekly staff meetings with LRCD Team & NRCS
- FB Posts and sharing content online
- Drafted August Meeting Minutes
- Printed & compiled reports for Sept. Board Packets

Community Attendance & Participation:

8/28 End of Summer Staff Party with Allison
9/1 Jelm Tour with G&F
9/3 Oasis Ditch Progress photos & site-visit
9/8 WHR RCS site visit
9/10 Boulder Ridge Forestry tours
9/16 Area II District Meeting
9/22 Toltec Annual Inspection Tour

Current Accruals (August 25, 2026)

Straight/Flex: 8.5 hours

Vacation: -1.0 hours

Sick: 17.5 hours