

Monthly Report

Natasha Dangler

LRCD Office Administrator

July 2026

Upcoming Events & Dates:

- 8/8 – 8/15 Tosha & Kiddos - Idaho Vacation
- 8/19 Monthly Board Meeting

Office Administration:

- Annual Report & Strategic Planning meeting with the Team
- Meeting with Fabian Nippgen regarding watershed mapping project
- Garden Inquiry and Technical assistance walk-in
- Update contractor list; email to customer
- Assist customer with drip irrigation questions and tech assistance
- Communication with RMEF Grants office – updated our contact information for grants portal

Finances & Bookkeeping:

- Input new Budget into QBs
- FYE and QRTLY bookkeeping tasks
- Make final budget edits prior to state submission
- Generate new internal template for Worker's Comp form
- Complete unemployment correspondence for H.R.
- Create online account for Unemployment payments
- Analyze 5-year Tree Sale Data with Martin
- Monthly grant/program tracking with Martin
- Paid all monthly bills and invoices, made bank deposits, sent out all signed checks.
- Reorganized internal insurance binder and current policy updates
- Compiled the monthly finance folder for submission to our CPA on 6/8
 - Submitted monthly bank deposits to ANB

Communication, Computers & Websites:

- Ticket to CMIT to inquire about missed WACD emails
- Working - Annual Report outlines
- Finalize post card and submit print order to Digital Blues
- FB Posts and sharing content details with Allison
 - Worked on cost share sign edits
- Draft June Meeting Minutes
- Print & mail out May Board Packets
 - Send out digital communication

Community Attendance & Participation:

- 7/1 LJD Sponsorship reception
- 7/8 LJD Buckle Presentation
- 7/10 Pancake Breakfast with Team
- 7/11 LJD Parade!
- 7/16 Harris Ranch Site Visit
- 7/15 Welsh Lane Site Visit
- 7/18 Plant Walk with Extension

Current Accruals (June 25, 2026)

Straight/Flex: 6.5 hours

Vacation: 35.0 hours

Sick: 13.1 hours