

# Thurston Conservation District Consent Calendar Decision Sheet April 23, 2020 Board Meeting



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## A. March 26<sup>th</sup>, 2020 Board Meeting Minutes

Proposed action: accept without amendment and approve.

Action taken:

☐ Passed   ☐ Moved for discussion during meeting   ☐ Tabled to future meeting

## B. April Financial Report

Proposed action: accept without amendment and approve.

Action taken:

☐ Passed   ☐ Moved for discussion during meeting   ☐ Tabled to future meeting

ADOPTED BY THE BOARD OF THE THURSTON CONSERVATION DISTRICT,  
WASHINGTON ON March 26<sup>TH</sup>, 2020 AND EFFECTIVE IMMEDIATELY

SIGNED:

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TJ Johnson, Board Chair

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Betsie DeWreede, Vice Chair

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Doug Rushton, Board Member

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David Iyall, Board Auditor

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Paul Pickett Board Member

ATTEST:

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Sarah Moorehead, Executive Director



## Thurston Conservation District Board of Supervisors

### April Board Meeting Agenda

Thu, Apr 23, 2020 5:30 PM - 8:00 PM (PDT)

Please join my meeting from your computer, tablet or smartphone.

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- |   |                                     |
|---|-------------------------------------|
| <b>1. Welcome, Introductions, Audio Recording Announcement</b>                | <b>5:30 PM</b><br><i>5 minutes</i>  |
| <b>2. Agenda Review</b>   | <b>5:35 PM</b><br><i>5 minutes</i>  |
| <b>3. Consent Agenda – Action Item</b>  | <b>5:45 PM</b><br><i>5 minutes</i>  |
| A. March 26th, 2020 Board Meeting Minutes                                     |                                     |
| B. March Financial Report   |                                     |
| <b>4. Public Comment</b>  | <b>5:50 PM</b><br><i>15 minutes</i> |
| *Three minutes per person   |                                     |
| <b>5. Continuity of Operations During COVID-19, All</b>                       | <b>6:05 PM</b><br><i>10 Minutes</i> |
| A. TCD Services – Equipment Rental & Soil Testing                             |                                     |
| B. TCD Staff and Operations Update  |                                     |
| <b>6. Financial Report, All</b>   | <b>6:15 PM</b><br><i>10 minutes</i> |
| A. Updates and Questions  |                                     |
| <b>7. Governance</b>  | <b>6:25 PM</b><br><i>15 minutes</i> |
| A. Update on mid-term elected seat vacancy                                    |                                     |
| B. May Special meeting coordination   |                                     |
| C. May Work Session Topic List  |                                     |
| <b>8. Executive Session: To discuss pending litigation with legal counsel</b> | <b>6:40 PM</b><br><i>10 mins</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.

## 9. Executive Session Report Out - Action Item

### 10. Other Reports

- A. Board of Supervisor Reports
- B. Executive Director Report

**6:55 PM**

*5 minutes*

### Adjourn

**7:00 PM**

Time Allotment: 1hr 30min

### Important Dates

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#### April

9 <sup>th</sup>	April Work Session: 3-5pm	Web
21 <sup>st</sup>	WACD Board meeting	Web
23 <sup>rd</sup>	April Board Meeting: 5:30-8pm	Web
23 <sup>rd</sup>	Final Strategic Plan Draft due	Web

#### May

8 <sup>th</sup>	Close Strategic Plan Attendees Feedback	Web
14 <sup>th</sup>	May Work Session: 3-5pm	Web
18-20 <sup>th</sup>	WSCC Meeting – Lincoln County	Web
28 <sup>th</sup>	May Board Meeting: 5:30-8pm	Web
28 <sup>th</sup>	Sign Final Strategic Plan	Web

#### June

11 <sup>th</sup>	June Work Session: 3-5pm	Web
23 <sup>rd</sup>	WACD Board Meeting, FY 2021 Budget Adoption	Web
25 <sup>th</sup>	June Board Meeting: 5:30-8	Web

# Item

# 3



1 **Meeting: 5:30pm – 7:00pm**

**Present at Meeting:**

TJ Johnson, TCD Board Chair  
Betsie DeWreede, TCD Vice Chair  
David Iyall, TCD Board Auditor  
Paul Pickett, TCD Board Supervisor  
Doug Rushton, TCD Board Supervisor  
Ben Cushman, TCD Attorney

Leah Kellogg, TCD Staff  
Marguerite Abplanalp, TCD Staff  
Sarah Moorehead, TCD Executive Director  
Jean Fike, WSCC  
Chris Stearns, Associate Board Supervisor

2 **Summary of Action Items:**

- 3 1. **ACTION ITEM- Executive Director (ED) will fill out the form provided by the Governor's**  
4 **Office to clarify if TCD is an essential service under the Governor's Proclamation 20-25**  
5 **STAY HOME – STAY HEALTHY.**  
6 2. **ACTION ITEM- Staff contact info will be posted on our front door along with office closure**  
7 **information. Staff is still available to the public.**  
8 3. **ACTION ITEM- Staff will pursue the purchase of two trailers to house the Poultry**  
9 **Processing Equipment for transportation from user to user's property. ED will explore safe**  
10 **practice procedures so that users can safely clean and exchange equipment and will make**  
11 **this information available to the public before implementation.**  
12 4. **ACTION ITEM- ED will contact the county to assess the impact of the current emergency**  
13 **and its potential to affect Rates and Charges funding.**  
14 5. **ACTION ITEM- ED will post the current version of the Collective Bargaining Agreement**  
15 **on the file sharing site for Board access.**

16 **Summary of Motions Passed:**

- 17 ) ***Supervisor DeWreede moved to adopt the Revised Agenda. Supervisor Iyall seconded.***  
18 ***Motion passed unanimously (5-0).***  
19 ) ***Supervisor Pickett moved to adopt the revised Consent Agenda. Supervisor DeWreede***  
20 ***seconded. Motion passed unanimously (5-0).***  
21 ) ***Supervisor DeWreede moved to direct ED to move forward with the purchase of two trailers***  
22 ***for housing Poultry Processing Equipment at a cost of up to \$5,000. Before implementation***  
23 ***Staff will establish clear protocols based on expert and legal advice to ensure safe practices***  
24 ***when transporting equipment from user to user and when utilizing the Soil Testing Program.***  
25 ***Supervisor Rushton seconded. Motion passed unanimously (5-0). Supervisor Johnson had***  
26 ***reservations regarding the cleaning processes when transporting equipment from user to user.***  
27 ) ***Supervisor Rushton moved to accept the COVID-19 Health Crisis Organizational Continuity***  
28 ***Plan Recommendations presented by ED Moorehead. Supervisor DeWreede seconded. Motion***  
29 ***passed unanimously (5-0).***

- 30 ) *Supervisor Pickett moved to approve TCD Resolution 2020-3 which allocates \$15,000 to be*  
31 *used for emergency spending during COVID-19. Supervisor Iyall seconded. Motion passed*  
32 *unanimously (5-0).*
- 33 ) *Supervisor Pickett moved to adopt the Travel Policy that was drafted in the March 2020 Work*  
34 *Session. Supervisor DeWreede seconded. Motion passed unanimously (5-0).*
- 35 ) *Supervisor Rushton moved to approve TCD Resolution 2020-4: Executive Director Evaluation*  
36 *Process. Supervisor DeWreede seconded. Motion passed unanimously (5-0).*
- 37 ) *Supervisor Iyall moved to adjourn. Supervisor Pickett seconded. Motion passed unanimously*  
38 *(5-0).*

## Full Version of the Minutes

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### Welcome & Introductions

5:30pm TCD Board Chair TJ Johnson called the March 26, 2020 TCD Regular Board Meeting to order via an online forum Go To Meeting. Thurston CD Board, Staff, and partners were introduced by the Board Chair verbally. TCD Board Chair Johnson will name out Supervisors on each vote, and announced that the meeting is audio recorded.

### Agenda Review - Action Item

- ) Add item C under **Consent Agenda**: WSCC Shellfish Cost Share #17666
- ) Supervisor DeWreede suggested discussing Supervisor Pickett's resignation and replacement. The Board decided to postpone discussion until the April Work Session.
- ) Add item D under **Governance**: Update on the Collective Bargaining Agreement.

*Supervisor DeWreede moved to adopt the Revised Agenda. Supervisor Iyall seconded. Motion passed unanimously (5-0).*

### Consent Agenda – Action Item

- A. February 27<sup>th</sup>, 2020 Board Meeting Minutes
- B. February Financial Report
- C. WSCC Shellfish Cost Share #17666

*Supervisor Pickett moved to adopt the revised Consent Agenda. Supervisor DeWreede seconded. Motion passed unanimously (5-0).*

### Public Comment \*Three minutes per person

No members of the public were present via Go to Meeting. No written or verbal comments were submitted.

### Continuity of Operations during COVID-19, All

- A. Review Delegations of Authority

- 71 ) Additional duties and authority have been delegated to Executive Director Sarah  
72 Moorehead and Accountant Susan Shelton.
- 73 ) Jean Fike with WSCC spoke about the interpretation of the Governor's  
74 Proclamation regarding essential services. At present the Proclamation is up for  
75 interpretation due to the WSCC lack of authority.
- 76 ) Ben Cushman stated that TCD staff are covered on essential workers list, under  
77 agricultural support and government payments. A process to get clarification from  
78 the Governor's Office exists on the Governor's website.

79  
80 **ACTION ITEM- ED will fill out the form provided by the Governor's Office to clarify if**  
81 **TCD is an essential service under the Governor's Proclamation 20-28 STAY HOME –**  
82 **STAY HEALTHY.**

- 83  
84 ) Due to program and operational task requirements the ED may call on essential  
85 staff to perform necessary tasks at the office in a safe environment. All other staff  
86 are directed to work remotely until the District reopens.

87 **B. Operating hours**

- 88 ) As of March 18, 2020 the TCD office is closed to the public and TCD Staff is  
89 working remotely.
- 90 ) Staff can check their voicemails remotely and the staff is available via their work  
91 phones.

92  
93 **ACTION ITEM- Staff contact info will be posted on our front door along with office**  
94 **closure information. Staff is still available to the public.**

- 95  
96 ) The office will remain closed until the Governor lifts the Proclamation 20-28  
97 STAY HOME-STAY SAFE Proclamation.

98  
99 **C. TCD Services – Equipment Rental & Soil Testing**

- 100 ) The programs will be reopened soon and the process is moved to a web-based  
101 electronic format that can be accessed through our website. This includes online  
102 payment and remote pickup procedures to ensure Staff's safety.
- 103 ) Current procedures for cleaning and accessing equipment will be updated using  
104 the USDA bio-safety protocols. These procedures will be reviewed by counsel  
105 and posted online.
- 106 ) The equipment will be passed from user to user who will clean before and after  
107 use. Any damage must be reported to the District immediately.
- 108 ) The Soil Tests Program will reopen. The physical soil samples will be mailed  
109 directly to the lab independently and the results will be sent to Staff for  
110 explanation and amendment recommendations.

) Protocols for ensuring clean equipment before and after use for each individual should accompany agreement.

*Supervisor DeWreede moved to direct ED to move forward with the purchase of two trailers for housing Poultry Processing equipment at a cost of up to \$5,000. Before implementation Staff will establish clear protocols based on expert and legal advice to ensure safe practices when transporting equipment from user to user and when utilizing the Soil Testing Program. Supervisor Rushton seconded. Motion passed unanimously (5-0). Supervisor Johnson had reservations regarding the cleaning processes when transporting equipment from user to user.*

**ACTION ITEM- Staff will pursue the purchase of two trailers to house the Poultry Processing equipment for transportation from user to user's property. ED explore safe practice procedures so that users can safely clean and exchange equipment and will make this information available to the public before implementation.**

**D. Board Response to COVID-19 –Action Item**

Organizational Continuity 7 Step Hierarchy of Prioritization

1. Health and safety for Board, Staff, and Community Members.
2. Be consistent with all laws and regulations.
3. Critical administrative and financial function; approvals, payroll, (landowner reimbursement for project implantation if applicable during this time), accounts payable and accounts receivable.
4. Adherence to landowner construction project implementation and permitting timeline.
5. Continuity of TCD's Equipment Rental and Soil Testing services.
6. Technical Assistant site visit and planning services.
7. Education events and workshops.

*Supervisor Rushton moved to accept the COVID-19 Health Crisis Organizational Continuity Plan Recommendations presented by ED Moorehead, and the 7 Step Hierarchy of Prioritization. Supervisor DeWreede seconded. Motion passed unanimously (5-0).*

**E. TCD Resolution 2020-03: Emergency Spending, Sarah Moorehead –Action Item**

) Resolution 2020-03 allows staff to use funds that haven't been included in the Approved Budget but are necessary to run TCD while adapting to the COVID-19 emergency. The resolution allows Staff and ED to use those funds in-between Board Meetings. The Board discussed adding additional funds to the amount in the draft resolution in the board packet.

*Supervisor Pickett moved to approve TCD Resolution 2020-03, as revised, to allocate \$15,000 to be used for emergency spending during COVID-19. Supervisor Iyall seconded. Motion passed unanimously (5-0).*



153  
154 **Financial Report**

155 **A. Financial Report Update, Sarah Moorehead**

156 ) February Financial Report overview.  
157

158 **ACTION ITEM- ED will contact the county to assess the impact of the current emergency**  
159 **its potential to affect Rates and Charges funding.**  
160

161 **Governance**

162 **A. TCD Travel Policy for Employees, Staff, and Volunteers, All –Action Item**  
163

164 *Supervisor Picket moved to adopt the Travel Policy that was drafted in the March 2020 Work*  
165 *Session. Supervisor DeWreede seconded. Motion passed unanimously (5-0).*  
166

167 **B. TCD Resolution 2020-04: Executive Director Evaluation Process, All –Action Item**

168 ) ED Sarah Moorehead recommends the Board approve Resolution 2020-04  
169 ) Change the verbiage of the title from “Resolution from the TCD to *establish* an  
170 annual evaluation” to “Resolution from the TCD *establishing* an annual evaluation.”  
171

172 *Supervisor Rushton moved to approve TCD Resolution 2020-04: Executive Director*  
173 *Evaluation Process. Supervisor DeWreede seconded. Motion passed unanimously (5-0).*  
174

175 **C. April Work Session Topic List**

176 ) Topic List Review  
177 ) March 26<sup>th</sup>, 2020 Minutes Review & Revision  
178 ) Reassess COVID-19 Health Crisis  
179 ) Mid-term Elected Seat Appointment Process  
180 ) Review Draft of Strategic Plan  
181 ) Equipment Rental & Soil Testing Services Update  
182 ) Mid-Year Executive Director Evaluation Process  
183 ) Policy Development, Bid Policy  
184 ) April Board Meeting Agenda Development

185 **D. Update on the Status of the Collective Bargaining Agreement, ED Moorehead**

186 ) Both parties (Staff and Management) have agreed and signed the Collective  
187 Bargaining Agreement.  
188 ) ED sent a physical and electronic copy of the document to the Union for signature by  
189 the Union Negotiator. TCD is waiting for the response.

190 **ACTION ITEM- ED will post the current version of the Collective Bargaining Agreement**  
191 **on the file sharing site for Board access.**

192 **Other Reports**

193 **A. Board of Supervisor Reports**

194            ) Supervisor Pickett has sent a letter to Board announcing his resignation as a TCD  
195            Board Supervisor effective at the end of April, 2020.

196       **B. Executive Director**

197            ) See written report.

198       **C. Correspondence**

199            ) Nothing to report.

200

201   *Supervisor Iyall moved to adjourn. Supervisor Pickett seconded. Motion passed unanimously*  
202   *(5-0).*

203

204   **Adjourn 6:55pm**

205   Respectfully,

X

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T.J. Johnson  
TCD Board Chair

207

## Thurston Conservation District

### April 2020 Financial Notes

The District's Accountant is working remotely to protect the health and safety of staff and to reduce the spread of COVID-19. The Accountant has access to all equipment and materials needed to continue normal financial operations of the District.

#### Total (Restricted and Unrestricted) Year-to-Date Profit and Loss (Page 3)

1. So far in 2020, the District's expenses have exceeded its income by \$85,341.19. This is to be expected each month until May when TCD will receive one of the two major *Rates and Charges* payments; the other large payment is in November.

#### Total (Restricted and Unrestricted) February Profit and Loss (Page 4)

2. In March 2020, you see that the Rates and Charges income continues to increase. This month we received \$26,884.52, which meant for the month of March the District's Income actually exceeded its expenses by \$2,592.65.

#### Balance Sheet (Page 6)

3. We can expect our Checking Account balance to continue to decrease until the Rates and Charges income starts increasing. At the end of March our checking account balance was \$18,619.12. To put this amount into perspective, the cost of one of our two monthly payrolls is nearly \$20,000.

#### Unrestricted Profit & Loss Budget vs Actual (Page 7)

##### **Expense**

4. As with January, the District's *Computer Services* expense remains quite high in February. You'll remember that this is due to additional technical support from WSU to set-up the new computers the District purchased in December. In addition, WSU spent considerable time in March to set-up staff for teleworking.
5. The *Soil Testing* expense is quite high. In previous years, much of this expense was covered by the District's Soil Health grant. That grant is ending this year so the expenses will be shifted to the Unrestricted Budget. The Board can address this increase during the Mid-Year Budget Revision process.
6. The District's lease agreement with Whitlock has been signed and we are now paying the increased monthly rent of \$4,108 per month.
7. A new line item, called *Site Rental* has been added to the Unrestricted Budget report. This item was accidentally omitted from the 2020 Budget.
8. In March, the IRS rejected the District's request to forgive *Late Fee* charge for a payroll tax error in May 2018.
9. The District's *Computer Hardware* expense exceeds the 2020 annual budget amount. You will remember that this is partially because the new computer server was purchased in January instead of December 2019. Additionally, in March the District purchased a new staff computer to facilitate teleworking during the Covid-19 situation. The Board can address this increase during the Mid-Year Budget Revision process.

## Thurston Conservation District

## Profit &amp; Loss

January through March 2020

	Jan - Mar 20
Ordinary Income/Expense	
Income	
3431100 · Retail Sales	
3431110 · Plant Sales	13,034.71
3411140 · TCD Equipment Rentals	114.35
3431130 · Soil Testing	1,704.46
3431120 · Rental Income	597.82
Total 3431100 · Retail Sales	15,451.34
3611100 · Interest Income	7.91
3300000 · Grant Revenue	157,705.70
3685201 · Rates and Charges	45,156.24
3670000 · Contributions Private	1,249.59
Total Income	219,570.78
Gross Profit	219,570.78
Expense	
5966699 · Vehicle Allocation	0.00
5314999 · Overhead Allocation	0.00
5531010 · Salaries & Benefits	219,811.21
5314101 · Legal Fees & Services	6,634.50
5314102 · Audit & Accounting	1,134.14
5314103 · Computer Services	4,804.00
5314100 · Professional Services	1,391.98
5314400 · Advertising	545.73
5314117 · Soil Testing	1,537.00
5314104 · Janitorial Services	696.00
5314501 · Office Rent	16,432.00
5314700 · Utilities	1,519.06
5314503 · Equipment Leases	677.34
5314200 · Communications	2,499.09
5313102 · Photocopier Usage	765.15
Software Licenses	61.20
5313101 · Office Supplies	1,251.07
5314202 · Postage & Shipping	570.77
5313401 · Plants for Resale	7,641.47
Project Expenses	4,053.19
5314902 · Dues and Subscriptions	1,775.00
Board Meeting Snacks	167.50
5314203 · Printing Services	552.45
5314307 · Licenses and Permits	31.00
5314302 · Staff - Conference & Training	1,015.00
5314300 · Staff - Travel	735.22
5314301 · Board Travel	188.03
5314108 · Construction & Landscaping	14,127.65
5314109 · Cost Share	2,558.00
5314110 · Bank Fees & Interest Charges	90.18
5314600 · Liability Insurance Premiums	2,556.00
5314111 · Late Fees & Penalties	286.43
66900 · Reconciliation Discrepancies	-0.01
5945360 · Capital Outlays	
5966601 · Office Furniture & Equipment	60.96
5966402 · Computer Hardware	8,706.90
5966400 · Machinery and Tools	36.76
Total 5945360 · Capital Outlays	8,804.62
Total Expense	304,911.97
Net Ordinary Income	-85,341.19
Net Income	-85,341.19

## Thurston Conservation District

## Profit &amp; Loss

March 2020

	Mar 20
Ordinary Income/Expense	
Income	
3431100 · Retail Sales	
3431110 · Plant Sales	169.26
3411140 · TCD Equipment Rentals	59.47
3431130 · Soil Testing	888.37
3431120 · Rental Income	65.94
Total 3431100 · Retail Sales	1,183.04
3611100 · Interest Income	3.34
3300000 · Grant Revenue	90,659.84
3685201 · Rates and Charges	26,884.52
3670000 · Contributions Private	1,000.00
Total Income	119,730.74
Gross Profit	119,730.74
Expense	
5966699 · Vehicle Allocation	0.00
5314999 · Overhead Allocation	0.00
5531010 · Salaries & Benefits	72,305.28
5314101 · Legal Fees & Services	2,070.50
5314102 · Audit & Accounting	118.04
5314103 · Computer Services	1,539.00
5314100 · Professional Services	100.00
5314400 · Advertising	264.00
5314117 · Soil Testing	578.40
5314104 · Janitorial Services	232.00
5314501 · Office Rent	8,532.00
5314700 · Utilities	894.91
5314200 · Communications	833.03
5313102 · Photocopier Usage	224.24
Software Licenses	61.20
5313101 · Office Supplies	622.12
5314202 · Postage & Shipping	101.25
5313401 · Plants for Resale	7,641.47
Project Expenses	1,092.56
Board Meeting Snacks	12.42
5314302 · Staff - Conference & Training	435.00
5314300 · Staff - Travel	387.66
5314301 · Board Travel	188.03
5314108 · Construction & Landscaping	14,127.65
5314109 · Cost Share	2,558.00
5314111 · Late Fees & Penalties	286.43
66900 · Reconciliation Discrepancies	-0.01
5945360 · Capital Outlays	
5966402 · Computer Hardware	1,932.91
Total 5945360 · Capital Outlays	1,932.91
Total Expense	117,138.09
Net Ordinary Income	2,592.65
Net Income	2,592.65

# Thurston Conservation District

## Profit & Loss Prev Year Comparison

### January through March 2020

	Jan - Mar 20	Jan - Mar 19	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
3431100 · Retail Sales				
3431110 · Plant Sales	13,034.71	0.00	13,034.71	100.0%
3411140 · TCD Equipment Rentals	114.35	32.14	82.21	255.8%
3431130 · Soil Testing	1,704.46	1,824.66	-120.20	-6.6%
3431120 · Rental Income	597.82	251.05	346.77	138.1%
<b>Total 3431100 · Retail Sales</b>	<b>15,451.34</b>	<b>2,107.85</b>	<b>13,343.49</b>	<b>633.0%</b>
3611100 · Interest Income	7.91	9.25	-1.34	-14.5%
3300000 · Grant Revenue	157,705.70	80,256.68	77,449.02	96.5%
3685201 · Rates and Charges	45,156.24	18,486.23	26,670.01	144.3%
3670000 · Contributions Private	1,249.59	2,500.00	-1,250.41	-50.0%
<b>Total Income</b>	<b>219,570.78</b>	<b>103,360.01</b>	<b>116,210.77</b>	<b>112.4%</b>
<b>Gross Profit</b>	<b>219,570.78</b>	<b>103,360.01</b>	<b>116,210.77</b>	<b>112.4%</b>
<b>Expense</b>				
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	219,811.21	94,365.42	125,445.79	132.9%
<b>Stipends</b>	<b>0.00</b>	<b>1,000.00</b>	<b>-1,000.00</b>	<b>-100.0%</b>
5314101 · Legal Fees & Services	6,634.50	21,190.00	-14,555.50	-68.7%
5314102 · Audit & Accounting	1,134.14	2,112.32	-978.18	-46.3%
5314103 · Computer Services	4,804.00	2,058.00	2,746.00	133.4%
5314106 · PDR Expense	0.00	99.00	-99.00	-100.0%
5314100 · Professional Services	1,391.98	4,801.89	-3,409.91	-71.0%
5314400 · Advertising	545.73	690.89	-145.16	-21.0%
5314117 · Soil Testing	1,537.00	535.20	1,001.80	187.2%
5314104 · Janitorial Services	696.00	675.00	21.00	3.1%
5314501 · Office Rent	16,432.00	11,850.00	4,582.00	38.7%
5314700 · Utilities	1,519.06	1,933.79	-414.73	-21.5%
5314503 · Equipment Leases	677.34	674.89	2.45	0.4%
5314200 · Communications	2,499.09	1,091.16	1,407.93	129.0%
5313102 · Photocopier Usage	765.15	615.95	149.20	24.2%
Software Licenses	61.20	0.00	61.20	100.0%
5313101 · Office Supplies	1,251.07	492.78	758.29	153.9%
5314202 · Postage & Shipping	570.77	2,757.73	-2,186.96	-79.3%
5313401 · Plants for Resale	7,641.47	0.00	7,641.47	100.0%
Project Expenses	4,053.19	5,605.56	-1,552.37	-27.7%
5314902 · Dues and Subscriptions	1,775.00	150.00	1,625.00	1,083.3%
Board Meeting Snacks	167.50	0.00	167.50	100.0%
5314203 · Printing Services	552.45	3,412.22	-2,859.77	-83.8%
5314307 · Licenses and Permits	31.00	0.00	31.00	100.0%
5314302 · Staff - Conference & Training	1,015.00	365.00	650.00	178.1%
5314300 · Staff - Travel	735.22	520.46	214.76	41.3%
5314301 · Board Travel	188.03	0.00	188.03	100.0%
5314108 · Construction & Landscaping	14,127.65	147.02	13,980.63	9,509.3%
5314109 · Cost Share	2,558.00	420.00	2,138.00	509.1%
5314110 · Bank Fees & Interest Charges	90.18	509.24	-419.06	-82.3%
5314600 · Liability Insurance Premiums	2,556.00	3,522.75	-966.75	-27.4%
5314111 · Late Fees & Penalties	286.43	105.00	181.43	172.8%
5314998 · Sponsor Match Allocation	0.00	0.00	0.00	0.0%
66900 · Reconciliation Discrepancies	-0.01	0.95	-0.96	-101.1%
5945360 · Capital Outlays				
5966601 · Office Furniture & Equipment	60.96	0.00	60.96	100.0%
5966402 · Computer Hardware	8,706.90	0.00	8,706.90	100.0%
5966400 · Machinery and Tools	36.76	0.00	36.76	100.0%
<b>Total 5945360 · Capital Outlays</b>	<b>8,804.62</b>	<b>0.00</b>	<b>8,804.62</b>	<b>100.0%</b>
<b>Total Expense</b>	<b>304,911.97</b>	<b>161,702.22</b>	<b>143,209.75</b>	<b>88.6%</b>
<b>Net Ordinary Income</b>	<b>-85,341.19</b>	<b>-58,342.21</b>	<b>-26,998.98</b>	<b>-46.3%</b>
<b>Net Income</b>	<b>-85,341.19</b>	<b>-58,342.21</b>	<b>-26,998.98</b>	<b>-46.3%</b>

**Thurston Conservation District**  
**Balance Sheet**  
As of March 31, 2020

	<u>Mar 31, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
3081001 · Checking-7444 Timberland	18,619.12
3088020 Savings Accounts	
3082002 · Saving-6568 Reserve Fund	65,012.35
3082003 · Saving-2410 Education Center	10,001.14
<b>Total 3088020 Savings Accounts</b>	75,013.49
3088030 Counter Cash	100.00
<b>Total Checking/Savings</b>	93,732.61
<b>Accounts Receivable</b>	120,166.71
<b>Other Current Assets</b>	
3090500 Prepaid Accounts	
3090501 · 309.05.01 Prepaid Insurance	6,858.00
3090506 · Security Deposit - Ferguson ST	3,835.00
<b>Total 3090500 Prepaid Accounts</b>	10,693.00
3092000 · 309.20.00 Cash on Hand	31,376.86
<b>Total Other Current Assets</b>	42,069.86
<b>Total Current Assets</b>	255,969.18
<b>TOTAL ASSETS</b>	<b>255,969.18</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	18,890.70
Credit Cards	5,113.51
<b>Other Current Liabilities</b>	
25500 · Sales Tax Payable	1,381.41
3861000 · Payroll Liabilities	51,412.85
<b>Total Other Current Liabilities</b>	52,794.26
<b>Total Current Liabilities</b>	76,798.47
<b>Total Liabilities</b>	76,798.47
<b>Equity</b>	
3200000 Opening Bal Equity	286,884.05
3201000 Retained Earnings	-24,616.12
Net Income	-83,097.22
<b>Total Equity</b>	179,170.71
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>255,969.18</b>

**Thurston Conservation District**  
**Restricted Budgets vs Actuals**  
As of March 31 2020

		Account Number	Grant Number	Grant Period		Total Grant Amount	2020 Budget	2020 Actual	2020 Remaining Budget	% of Total Time	% of Total Budget
RCO	East Fork McLane Project	R030	16-1406	1-Mar-17	31-Dec-20	110,500.00	5,022.13	114.69	4,907.44	80.43%	95.56%
	ESRP Shore Friendly	R035		1-Jul-19	1-Jul-21	227,551.00	141,338.95	10,513.25	130,825.70	36.00%	11.45%
DOE	Deschutes	E100	WQC-2018-ThurCD-00174	1-Jul-19	30-Apr-22	247,511.00	95,167.68	1,952.77	93,214.91	26.47%	4.66%
WSCC	Livestock	W025	20-13-LT	1-Jul-19	30-Jun-21	50,000.00	21,911.61	2,929.68	18,981.93	37.50%	40.12%
	Drought Funding	W040	19-13-DR	1-Jul-19	30-Apr-20	53,050.00	9,005.30	9,005.30	0.00	Closed	
	FY20-21 Chehalis Flood	W050	20-13-FL	1-Jul-19	30-Jun-21	177,668.02	91,931.35	28,068.21	63,863.14	37.50%	38.18%
	Shellfish Cost Share TA	W060	20-13-SH	15-Aug-19	30-Jun-21	30,113.46	17,320.66	2,705.99	14,614.67	34.78%	22.71%
	Shellfish Cost Share	W060 CS	20-13-SH	15-Aug-19	30-Jun-21	120,453.84	80,302.56	0.00	80,302.56	34.78%	0.00%
	FY19-21 CREP TA	W070	20-13-CE	1-Jul-19	30-Jun-21	33,847.00	20,227.79	1,839.24	18,388.55	37.50%	15.79%
	FY19-21 CREP Cost Share	W070 CS	20-13-CE	1-Jul-19	30-Jun-21	26,811.50	13,044.33	2,558.00	10,486.33	37.50%	36.56%
	NRI TA	W080	20-13-NR	1-Jul-19	30-Jun-21	19,150.00	10,301.08	3,552.49	6,748.59	37.50%	37.86%
	NRI Cost Share	W080	20-13-NR	1-Jul-19	30-Jun-21	76,600.00	51,066.67	0.00	51,066.67	37.50%	0.00%
Misc	Soil Health Grant	M065	16-49-TS	21-Jun-17	15-Aug-20	32,136.34	4,125.46	373.70	3,751.76	89.47%	88.33%
	JBLM - SLP	M075		1-Jul-19	30-Jun-21	18,750.00	11,825.94	1,968.74	9,857.20	37.50%	15.89%
	NACD Home Grown Yelm	M090		1-Feb-20	1-Mar-21	50,000.00	45,455.00	401.92	45,053.08	14.29%	0.80%
	Orca Recovery Day	M060		1-Sep-19	Until Spent	5,940.00	2,570.19	474.73	2,095.46	NA	64.72%
Thurston County	VSP 2020	TC400	K2024	1-Jul-19	30-Jun-21	105,000.00	52,534.97	27,238.62	25,296.35	37.50%	50.89%
	Shellfish NTA	TC600		1-Jul-19	30-Jun-20	130,525.00	94,970.53	8,775.11	86,195.42	75.00%	33.96%
	Riparian NTA	TC650		1-Jul-19	28-Feb-21	36,875.00	29,660.00	8,130.75	21,529.25	45.00%	28.55%
	NTAqua	TC700		1-Mar-20	31-May-21	68,800.00	45,866.67	2,828.56	43,038.11	6.67%	4.11%
TCD Allocation	General TA	T080		1-Jan-20	31-Dec-20	10,000.00	10,000.00	7,951.19	2,048.81	25.00%	79.51%
	Working Lands Initiative	T100		1-Jan-20	31-Dec-20	3,000.00	3,000.00	1,827.37	1,172.63	25.00%	60.91%
	CTA	W055	20-13-IM	1-Jul-19	30-Jun-20	11,111.00	5,393.25	0.00	5,393.25	75.00%	51.46%
	TCD VSP	T400		1-Jan-20	31-Dec-20	40,000.00	40,000.00	45.67	39,954.33	25.00%	0.11%
South Sound Green	Interlocal Agreements	G019-SS		1-Jan-20	31-Dec-20	49,200.00	49,200.00	16,868.67	32,331.33	25.00%	34.29%
	TCC	TCC		1-Jan-12	Until Spent	96,856.00	46,117.00	4,328.98	41,788.02	NA	56.86%
	FY19-20 NOAA B-WET	G019.106		1-Aug-19	31-Jul-20	18,313.76	17,329.21	1,819.56	15,509.65	66.67%	15.31%
	TCD Nearshore	G019.115		1-Jan-20	31-Dec-20	18,300.00	18,300.00	603.46	17,696.54	25.00%	3.30%
	TCD Allocation	G019.110		1-Jan-20	31-Dec-20	28,000.00	28,000.00	15,427.37	12,572.63	25.00%	55.10%
	McLane Salmon Trail	G019.107		1-Jan-20	31-Dec-20	5,000.00	5,000.00	0.00	5,000.00	25.00%	0.00%
	Prairies and Pollinators	G019.27		22-Mar-17	1-Aug-20	33,336.45	14,127.65	14,127.65	0.00	Closed	



Thurston Conservation District  
Unrestricted Profit & Loss Budget vs. Actual  
As of March 31 2020

9:30 AM  
04/17/2020  
Accrual Basis

February: 25.00%

Income	Jan - Mar 2020	Budget	\$ Over Budget	% of Budget
<b>3431100 · Retail Sales</b>				
3431110 · Plant Sales	13,034.71	21,600.00	-8,565.29	60.35%
3411140 · TCD Equipment Rentals	114.35	2,800.00	-2,685.65	4.08%
3431130 · Soil Testing	1,704.46	5,500.00	-3,795.54	30.99%
3431120 · Rental Income	597.82	800.00	-202.18	74.73%
<b>3611100 · Interest Income</b>	7.91	25.00	-17.09	31.64%
<b>3300000 · Grant Revenue</b>	0.00	95,600.00	-95,600.00	0.00%
<b>3685201 · Rates and Charges</b>	45,156.24	551,475.00	-506,318.76	8.19%
<b>3670000 · Contributions Private</b>	9.59	0.00	9.59	100.00%
<b>5966699 · Vehicle Allocation</b>	1,038.23	4,500.00	-3,461.77	23.07%
<b>5314999 · Overhead Allocation</b>	19,538.20	84,000.00	-64,461.80	23.26%
<b>Total Income</b>	<b>81,201.51</b>	<b>766,300.00</b>	<b>-685,098.49</b>	<b>10.60%</b>

Program Allocation	Jan - Mar 2020	Budget	\$ Over Budget	% of Budget
SS Green	15,733.83	46,300.00	-30,566.17	33.98%
VSP	45.67	40,000.00	-39,954.33	0.11%
<b>Program Allocations Total</b>	<b>15,779.50</b>	<b>86,300.00</b>	<b>-70,520.50</b>	<b>18.28%</b>

Expense	Jan - Mar 2020	Budget	\$ Over Budget	% of Budget
<b>5531010 · Salaries &amp; Benefits (Admin)</b>	47,649.97	215,860.00	-168,210.03	22.07%
<b>5531010 · Salaries &amp; Benefits (District Services)</b>	29,313.69	89,388.00	-60,074.31	32.79%
<b>TCD Cost Share</b>	0.00	5,000.00	-5,000.00	0.00%
<b>5314101 · Legal Fees &amp; Services</b>	6,634.50	57,416.00	-50,781.50	11.56%
<b>5314102 · Audit &amp; Accounting</b>	1,134.14	15,000.00	-13,865.86	7.56%
<b>5314103 · Computer Services</b>	4,804.00	15,500.00	-10,696.00	30.99%
<b>5314100 · Professional Services</b>	200.00	10,000.00	-9,800.00	2.00%
<b>5355001 · Election Expense</b>	3,576.21	6,500.00	-2,923.79	55.02%
<b>5314400 · Advertising</b>	285.73	1,500.00	-1,214.27	19.05%
<b>5314117 · Soil Testing</b>	958.60	3,000.00	-2,041.40	31.95%
<b>5314104 · Janitorial Services</b>	696.00	5,000.00	-4,304.00	13.92%
<b>5314501 · Office Rent</b>	16,432.00	47,400.00	-30,968.00	34.67%
<b>5314700 · Utilities</b>	1,519.06	7,500.00	-5,980.94	20.25%
<b>5314503 · Equipment Leases</b>	677.34	3,050.00	-2,372.66	22.21%
<b>5314504 · Vehicle Leases</b>	0.00	15,000.00	-15,000.00	0.00%
<b>5314200 · Communications</b>	2,499.09	10,000.00	-7,500.91	24.99%
<b>5313102 · Photocopier Usage</b>	765.15	5,000.00	-4,234.85	15.30%
<b>Software Licenses</b>	32.78	3,400.00	-3,367.22	0.96%

<b>Expense</b>	<b>Jan - Mar 2020</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
5354800 · Repairs & Maintenance	0.00	7,000.00	-7,000.00	0.00%
5313101 · Office Supplies	1,067.87	7,000.00	-5,932.13	15.26%
5314202 · Postage & Shipping	232.27	1,500.00	-1,267.73	15.48%
5313401 · Plants for Resale	7,641.47	12,500.00	-4,858.53	61.13%
5314901 · Meeting & Event Supplies	735.58	2,000.00	-1,264.42	36.78%
5314502 · Site Rental	-25.00	0.00	-25.00	100.00%
5314902 · Dues and Subscriptions	1,775.00	7,500.00	-5,725.00	23.67%
Board Meeting Snacks	167.50	960.00	-792.50	17.45%
5314307 · Licenses and Permits	31.00	0.00	31.00	100.00%
5314302 · Staff - Conference & Training	560.00	7,000.00	-6,440.00	8.00%
5314306 · Board - Conference & Training	0.00	2,500.00	-2,500.00	0.00%
5314300 · Staff - Travel	494.33	5,500.00	-5,005.67	8.99%
5314301 · Board Travel	188.03	5,000.00	-4,811.97	3.76%
5314110 · Bank Fees & Interest Charges	60.12	1,500.00	-1,439.88	4.01%
5314600 · Liability Insurance Premiums	3,834.00	15,336.00	-11,502.00	25.00%
5314111 · Late Fees & Penalties	286.43	500.00	-213.57	57.29%
5945361 · Road Signs	0.00	1,000.00	-1,000.00	0.00%
5945362 · Board Tablets	0.00	4,690.00	-4,690.00	0.00%
5966601 · Office Furniture & Equipment	308.45	3,000.00	-2,691.55	10.28%
5966402 · Computer Hardware	8,706.90	5,000.00	3,706.90	174.14%
Reserve Fund	0.00	65,000.00	-65,000.00	0.00%
Conservation Education Center Savings	0.00	10,000.00	-10,000.00	0.00%
<b>Total Expense</b>	<b>143,242.21</b>	<b>680,000.00</b>	<b>-536,757.79</b>	<b>21.07%</b>
<b>Net Income</b>	<b>-77,820.20</b>	<b>0.00</b>		

Unrestricted	District Services	Elections
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	13,034.71	
	114.35	
	1,704.46	
197.82	400.00	
45,156.24		
9.59		
1,181.42	-143.19	
19,538.20		
66,083.27	15,110.33	
50,812.52		3,162.55
	29,313.69	
6,634.50		
1,134.14		
4,804.00		
	200.00	
233.73	52.00	
	958.60	
696.00		
16,432.00		
1,519.06		
677.34		
2,499.09		
765.15		
	32.78	

81.98		81.98
1,050.32	49.23	31.68
300.00	232.27	300.00
	7,641.47	
109.17	626.41	
-25.00		
1,775.00		
167.50		
31.00		
335.00	225.00	
487.95	6.38	
188.03		
60.12		
3,834.00		
286.43		
60.96	247.49	
8,706.90		
103,656.89	39,585.32	3,576.21
1,181.42	143.19	
19,538.20	39,728.51	
82,937.27		

**Thurston Conservation Dis**  
**Payments Detail**  
**March 2020**

10:30 AM

04/17/2020

Type	Num	Date	Name	Funding Source	Account	Paid Amount
Credit Card Charge	9167	3/2/2020	Government Social Media	UNRESTRICTED:A030-District Communicator	5314302 · Staff - Conference & Training	225.00
Credit Card Charge	9176	3/3/2020	Fred Meyer	TCD Allocation: T400 - TCD VSP	5314901 · Meeting & Event Supplies	45.67
Liability Check	EFT	3/4/2020	WA St Dept of Retirement Systems		DCP	50.00
Credit Card Charge	9169	3/4/2020	Target	GREEN:G019.110 TCD SS Green Allocation	5314901 · Meeting & Event Supplies	11.56
Credit Card Charge	9170	3/4/2020	JoAnn	GREEN:G019-SS GREEN(General)	5313103 · Project Supplies	9.81
Credit Card Charge	195434-	3/4/2020	Crains Office Supply	GREEN:G019-SS GREEN(General)	5313101 · Office Supplies	31.29
Check	EFT	3/5/2020	Regence - Health Care	UNRESTRICTED:A010-Overhead	5312011 · Medical Benefits	5,880.41
Liability Check	EFT	3/5/2020	Internal Revenue Service	UNRESTRICTED:A010-Overhead	Federal Payroll Taxes	5,987.30
Liability Check	EFT	3/5/2020	WFSE Union Dues		3861008 · Union Dues	667.00
Check	EFT	3/5/2020	Internal Revenue Service	UNRESTRICTED:A010-Overhead	5314111 · Late Fees & Penalties	286.43
Liability Check	EFT	3/5/2020	WA St Dept of Retirement Systems		DCP	1,050.00
Liability Check	EFT	3/5/2020	WA St Dept of Retirement Systems	UNRESTRICTED:A010-Overhead	PERS	10,530.64
Credit Card Charge	9192	3/5/2020	Capitol Campus Parking	UNRESTRICTED:A010-Overhead	5314307 - Parking fees	2.00
Credit Card Charge	9175	3/6/2020	Amazon	UNRESTRICTED:A010-Overhead	5966402 · Computer Hardware	18.56
Credit Card Charge	9147a	3/6/2020	US Postal Service	DISTRICT SERVICES:A098 - Soil Tests	5314202 · Postage & Shipping	25.00
Credit Card Charge	9147b	3/6/2020	US Postal Service	DISTRICT SERVICES:A098 - Soil Tests	5314202 · Postage & Shipping	33.35
Credit Card Charge		3/7/2020	T Sheets	UNRESTRICTED:A010-Overhead	5314102 · Audit & Accounting	118.04
Credit Card Charge	9089	3/8/2020	Just Buttons	GREEN:TCC:G019.28 Dawkins	5313103 · Project Supplies	330.55
Liability Check	EFT	3/9/2020	QuickBooks Payroll Service	UNRESTRICTED:A010-Overhead	Payroll	18,302.73
Bill Pmt -Check	20355	3/11/2020	A & L Western Agricultural Laboratories	DISTRICT SERVICES:A098 - Soil Tests	5314117 · Soil Testing	400.80
Bill Pmt -Check	20356	3/11/2020	Comcast	UNRESTRICTED:A010-Overhead	Internet and Telephone	370.17
Bill Pmt -Check	20357	3/11/2020	Community Farmland Trust	UNRESTRICTED:A010-Overhead	5314400 · Advertising	200.00
Bill Pmt -Check	20358	3/11/2020	Dante Faulk	DISTRICT SERVICES:A097 - Plant Sale	5314100 · Professional Services	100.00
Bill Pmt -Check	20359	3/11/2020	Marguerite Abplanalp	Thurston County:TC400 - VSP:TC400.3	5314304 · Mileage	13.80
Bill Pmt -Check	20360	3/11/2020	Mountain Mist	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	21.81
Bill Pmt -Check	20361	3/11/2020	Pacific Disposal	UNRESTRICTED:A010-Overhead	5314702 · Garbage Service	30.80
Bill Pmt -Check	20362	3/11/2020	Petrocard	UNRESTRICTED:A120-Vehicles	5313201 · Vehicle Fuel	198.23
Bill Pmt -Check	20363	3/11/2020	Puget Sound Energy	UNRESTRICTED:A010-Overhead	Electricity and Gas	459.19

Type	Num	Date	Name	Funding Source	Account	Paid Amount
Bill Pmt -Check	20364	3/11/2020	Regence - Life Insurance	UNRESTRICTED:A010-Overhead	5531010 · Life Insurance	37.22
Bill Pmt -Check	20365	3/11/2020	Ricoh USA, Inc.	UNRESTRICTED:A010-Overhead	5314503 · Equipment Leases	185.34
Bill Pmt -Check	20366	3/11/2020	Ricoh, USA Inc - Usage	UNRESTRICTED:A010-Overhead	5313102 · Photocopier Usage	359.09
Bill Pmt -Check	20367	3/11/2020	Sam Nadell	SS Green and Plant Sale	5314304 · Mileage	20.53
Bill Pmt -Check	20368	3/11/2020	Sound Experience	GREEN:G019.106 NOAA B-WET	5314100 · Professional Services	1,210.00
Bill Pmt -Check	20369	3/11/2020	United Concordia Insurance Co	UNRESTRICTED:A010-Overhead	5312012 · Dental Benefits	571.64
Bill Pmt -Check	20370	3/11/2020	WA St University Energy Program	UNRESTRICTED:A010-Overhead	5314103 · Computer Services	1,539.00
Bill Pmt -Check	20371	3/11/2020	WACD	DISTRICT SERVICES:A097 - Plant Sale	5313401 · Plants for Resale	7,641.47
Bill Pmt -Check	20372	3/11/2020	Whitlock Limited Partnership 1	UNRESTRICTED:A010-Overhead	5314501 · Office Rent	3,950.00
Credit Card Charge	195702-	3/11/2020	Crains Office Supply	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	93.71
Credit Card Charge	9180	3/13/2020	US Postal Service	DISTRICT SERVICES:A098 - Soil Tests	5314202 · Postage & Shipping	21.45
Credit Card Charge	4E+07	3/13/2020	Survey Monkey	Thurston County:TC650 - Riparian NTA	Software Licenses	28.42
Credit Card Charge		3/13/2020	Yelm Chamber of Commerce	MISC:M090 - NACD Urban Agriculture	5314400 · Advertising	260.00
Credit Card Charge	9193	3/13/2020	MRSC	UNRESTRICTED:A010-Overhead	5314302 · Staff - Conference & Training	210.00
Credit Card Charge	195880	3/16/2020	Crains Office Supply	DISTRICT SERVICES:A098 - Soil Tests	5313101 · Office Supplies	19.66
Credit Card Charge	9198	3/17/2020	Chevron	UNRESTRICTED:A120-Vehicles	5313201 · Vehicle Fuel	53.26
Liability Check	20147	3/18/2020	WA St Dept of L&I	UNRESTRICTED:A010-Overhead	3861009 · State L&I Payable	160.56
Credit Card Charge	9202	3/19/2020	Amazon	UNRESTRICTED:A010-Overhead	5966402 · Computer Hardware	40.96
Liability Check	EFT	3/23/2020	Internal Revenue Service	UNRESTRICTED:A010-Overhead	Federal Payroll Taxes	6,101.18
Credit Card Charge	9054	3/23/2020	Best Buy	UNRESTRICTED:A010-Overhead	5966402 · Computer Hardware	1,873.39
Liability Check	EFT	3/24/2020	QuickBooks Payroll Service	UNRESTRICTED:A010-Overhead	Payroll	21,298.03
Bill Pmt -Check	20376	3/24/2020	Brighton Park Grange	UNRESTRICTED:A010-Overhead	5314502 · Site Rental	175.00
Bill Pmt -Check	20377	3/24/2020	Deschutes Law Group	UNRESTRICTED:A010-Overhead	5314101 · Legal Fees & Services	2,000.00
Bill Pmt -Check	20378	3/24/2020	Freimund Jackson & Tardif, PLLC	UNRESTRICTED:A010-Overhead	5314101 · Legal Fees & Services	70.50
Bill Pmt -Check	20379	3/24/2020	Jan-Pro Cleaning Systems	UNRESTRICTED:A010-Overhead	5314104 · Janitorial Services	464.00
Bill Pmt -Check	20380	3/24/2020	Karin Strelloff	Chehalis and General TA	5314304 · Mileage	51.06
Bill Pmt -Check	20381	3/24/2020	Mara Healy	Chehalis and Shellfish Cost Share	5314304 · Mileage	37.26
Bill Pmt -Check	20382	3/24/2020	Minuteman Press	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	224.43
Bill Pmt -Check	20383	3/24/2020	Olympia School District	GREEN:G019-SS GREEN(General)	5314112 · Bus Transportation	134.16
Bill Pmt -Check	20384	3/24/2020	Petrocard	UNRESTRICTED:A120-Vehicles	5313201 · Vehicle Fuel	47.38
Bill Pmt -Check	20385	3/24/2020	Pioneer Fire & Security, Inc	UNRESTRICTED:A010-Overhead	5314704 · Security Monitoring	78.41
Bill Pmt -Check	20386	3/24/2020	Regence - Life Insurance	UNRESTRICTED:A010-Overhead	5312011 · Medical Benefits	37.22

Type	Num	Date	Name	Funding Source	Account	Paid Amount
Bill Pmt -Check	20387	3/24/2020	Verizon	UNRESTRICTED:A010-Overhead	5314201 · Telephone	462.86
Bill Pmt -Check	20388	3/24/2020	Whitlock Limited Partnership 1	UNRESTRICTED:A010-Overhead	5314501 · Office Rent	4,582.00
Bill Pmt -Check	20389	3/24/2020	William Townsend	WSCC:W070 - CREP:W070 CS	5314109 · Cost Share	2,558.00
Credit Card Charge	9210	3/24/2020	Canva	DISTRICT SERVICES:A030 - District Commur	5314400 · Advertising	2.00
Credit Card Charge	9209	3/25/2020	US Postal Service	DISTRICT SERVICES:A098 - Soil Tests	5314202 · Postage & Shipping	21.45
Liability Check	EFT	3/26/2020	WA St Dept of Retirement Systems		DCP	550.00
Credit Card Charge	9238	3/31/2020	Canva	UNRESTRICTED:A010-Overhead	5314400 · Advertising	2.00
Credit Card Charge	9239	3/31/2020	Mail Chimp	DISTRICT SERVICES:A030 - District Commur	Software Licenses	32.78

# Item

# 7





**TCD Board of Supervisors  
May Work Session  
Thursday, May 14<sup>th</sup>, 2020  
(3:00-5:30pm) Office #360.754.3588**

Please join the meeting from your computer, tablet or smartphone.  
<https://global.gotomeeting.com/join/305091677>

You can also dial in using your phone.  
United States: +1 (571) 317-3112 Access Code: 305-091-677

No.	Item
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1. Topic List Review, All
2. Staff Presentation: N/A
3. April 23rd, 2020 Minutes Review & Revision, All
4. Reassess Covid-19 Health Crisis, All
5. Mid-term Elected Seat Appointment, All
6. Review Strategic Plan Community Feedback, All
7. Equipment Rental & Soil Testing Services Update, All
9. Policy Development, All a. Bid Policy
10. ED and Board - Important Updates & Announcements, All
11. April Board Meeting Agenda Development

Item

10

National Association of Conservation Districts (NACD) Update for the  
April 23, 2020 virtual meeting  
Thurston Conservation District Board Meeting

## TECHNICAL ASSISTANCE (TA) GRANTS

- [TA 2019 Grants](#) - All TA 2019 grantees in the NACD Pacific region who submitted their requests for additional funding by the Feb. 18 deadline were granted additional funding through [TA 2020](#). In Washington, that includes: Grant County CD, Kittitas County and Palouse Rock Lake CDs. [See 3/30/20 update from Jeremy Peters](#).
- [TA 2020 Grants](#) - NACD released an RFP this week (open through June 1, 2020), to award an additional \$6.5 million; 80% of the funds are available for COTA, 20% are CSP. NACD is not likely to grant any funds for EQIP activities under the RFP. Quoting NACD, these grants are: "... to provide funding to enhance conservation district technical assistance across the nation. A significant portion of the granted funds will be awarded directly to conservation districts to hire staff where additional capacity is needed to improve customer service and reduce workload pressure".

## NEWS and STAFFING

- [Mary Scott](#) joined NACD as our Natural Resources Policy Specialist, replacing Adam Pugh. Mary is originally from Idaho.
- NACD has a [new Pacific region webpage here](#).
- A reminder - [Ariel Rivers](#) is our NACD Pacific Region representative and can be a great help. If you have any specific resources you would like to see on our Pacific webpage or have other NACD or program questions, please contact her.
- If you or your district had any [NACD's Virtual Fly-In](#) (March 25) activities (e.g. you contacted your congressional delegation) please share details with [Ariel](#), or WACD executive director [Tom Salzer](#), or WACD national director [Doug Rushton](#), or NACD's Director of Legislative Affairs, [Coleman Garrison](#).

## RESOLUTIONS

As reported after the 2020 NACD annual meeting in Las Vegas, our two Washington state resolutions that went to NACD - Grazing CRP as a Mid-management Practice (Whitman CD) and Loss of Crop Protection Products (Palouse CD) have both been assigned to NACD's Legislative Committee.

## UPCOMING DEADLINES and EVENTS

- June 1, 2020: Deadline for the TA 2020 grant application
- July 18-21, 2020: [NACD Summer Meeting](#), Bismarck, ND
- Sept. 15-17, 2020: [Pacific and Southwest Joint Region Meeting](#), Maui, HI
- February 6-10, 2021: NACD Annual Meeting; New Orleans, LA.

**Suggestion:** During this time of uncertainty and physical distancing, check with [WACD](#) and the [NACD calendar of events](#) about possible changes for these and other events. You can also sign-up for various [NACD electronic connections](#) – *eResource*, *The Resource*, *Forestry Notes*, and *Conservation Clips*.

Special thanks to Ariel Rivers who provided much information for this update.

**Questions** - If you have questions on NACD and/or NACD processes, please ask. I'll be glad to help.

Doug Rushton, WACD national director

[doug.rushton@conservewa.net](mailto:doug.rushton@conservewa.net)

N:\WACD\2020\Board Meetings\4-21-20 WACD Board VIRTUAL MTG\4-23-20 NACD update for TCD board Rushton.docX

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To: TCD Board of Supervisors  
From: Sarah Moorehead (*Executive Director*)  
Date: March 26<sup>th</sup>, 2020  
Subject: Executive Director's Report



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## **Priority Initiative Updates**

### **Agricultural Business Support During COVID-19**

TCD Equipment Rental & Soil Testing Services: Staff have analyzed both the TCD equipment rental and soil testing services and recommend the following approach to continued service during the COVID-19 health crisis. These scenarios can be ready for implementation immediately.

) **Equipment Rentals:**

- TCD is gearing up to open the equipment rental program the week of April 20<sup>th</sup>.
- Poultry equipment trailers have been purchased and branded with TCD logo.
- Landowners are being contacted and scheduled for equipment use now.
- TCD has been in contact with legal counsel and Enduris during the development of these new procedures and processes for conducting our equipment rental program. In addition, we have shared these procedures with other CDs, who have offered troubleshooting and advice to continue to strengthen and improve the function of this service.

) **Soil Testing Services** are open for landowners to submit samples directly to A&L Laboratories. Results are sent directly to TCD, where staff provides technical recommendations according to results received. There is no cost for this service.

## **District Operations**

### **February 27<sup>th</sup>, 2020 Board Meeting Action Items**

- 1. Staff will research alternatives to Wells Fargo Bank for our credit card account that more closely align with TCD goals for the March Work Session.**  
*In progress. Delays in research caused by COVID-19, staff will resume this project as soon as possible.*
- 2. The final version of the Collective Bargaining Contract needs to be added to the Supervisor Manuals and the TCD website.**  
*Completed.*
- 3. Counsel will have draft and policy concepts for Landowner Code of Conduct.**  
*In progress. Ready for review and discussion at upcoming work session.*

### **March 26<sup>th</sup>, 2020 Board Meeting Action Items**

- 1. Executive Director (ED) will fill out the form provided by the Governor's Office to clarify if TCD is an essential service under the Governor's Proclamation 20-25 STAY HOME – STAY HEALTHY.**

*Completed.*

2. **Staff contact info will be posted on our front door along with office closure information. Staff is still available to the public.**

*Completed.*

3. **Staff will pursue the purchase of two trailers to house the Poultry Processing Equipment for transportation from user to user's property. ED will explore safe practice procedures so that users can safely clean and exchange equipment and will make this information available to the public before implementation.**

*Completed.*

4. **ED will contact the county to assess the impact of the current emergency and its potential to affect Rates and Charges funding.**

*Completed. Information sent electronically to Board on 4/17/2020 and letter from the TC Treasurer attached.*

5. **ED will post the current version of the Collective Bargaining Agreement on the file sharing site for Board access.**

*Completed.*

### **COVID-19 Employee Benefits**

The CARES Act and the Family First Coronavirus Relief Act (FFCRA) have both passed recently, bringing down a variety of benefits for individuals and families, along with requirements for employers to support their employees. Attached is a flyer regarding the FFCRA and the specific paid leave provisions it includes. TCD is required to provide these provisions to employees who request this support. Staff are currently assessing the potential financial impact this could have to TCD, in communication with the TCD Board Auditor. I recommend that the TCD Board have discussion about these potential impacts at the April 23<sup>rd</sup>, 2020 Board meeting, to ensure financial integrity of TCD and compliance with new federal laws.

### **Long Range Strategic Plan Timeline Update**

Staff are continuing to work through strategic planning remotely. At this time, even with alternative operations, we are on track to have a compiled draft ready for Supervisor review ahead of the April work session.

Below for is our timeline for our strategic planning process, for your convenience:

#### *April*

- ✓ Review 1<sup>st</sup> draft plan for discussion at April work session
- ✓ Provide revisions to staff (if any)
- ) Draft plan is available for community review/comment through April 30th

#### *May*

- ) Comments on final draft plan are discussed at May work session
- ) Provide final revisions to staff (if any)
- ) Approve final plan at May Board meeting
- ) Plan shared publicly with community

**Annual Financial Report (Schedule 22)**

Thurston CD staff are still on track to submit the Schedule 22 Annual Financial Report the State Auditor's Office well before the May deadline. A copy of the guidance is attached for reference and a copy of the completed report will be provided to the Board.

**WSCC Budget Meeting: April 14<sup>th</sup> UPDATE**

The Washington State Conservation Commission will held a one-day biennial budget development webinar on April 14<sup>th</sup> to gain feedback on funding pools available to CDs through WSCC. A survey was sent out to CDs for feedback on top funding priorities and data to demonstrate needs within each community. A copy of the survey completed by the ED was sent to Supervisors electronically, along with a link to complete the survey if desired. Top TCD funding priorities include – Operating Budget: Conservation Technical Assistance (CTA), Voluntary Stewardship Program (VSP), Food Systems/Food Security. Capitol Budget – Natural Resources Investment Cost Share (NRI), Conservation Reserve Enhancement Program (CREP), Shellfish Cost Share.

# EMPLOYEE RIGHTS

## PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

### ► PAID LEAVE ENTITLEMENTS

**Generally, employers covered under the Act must provide employees:**

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅔ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

### ► ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.*

### ► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

- |   |   |
|---|---|
| <ol style="list-style-type: none"><li>1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;</li><li>2. has been advised by a health care provider to self-quarantine related to COVID-19;</li><li>3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;</li><li>4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);</li></ol> | <ol style="list-style-type: none"><li>5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or</li><li>6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.</li></ol> |
|---|---|

### ► ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



**WAGE AND HOUR DIVISION**  
UNITED STATES DEPARTMENT OF LABOR

For additional information  
or to file a complaint:  
**1-866-487-9243**  
TTY: 1-877-889-5627  
[dol.gov/agencies/whd](https://dol.gov/agencies/whd)



WH1422 REV 03/20



**JEFF GADMAN  
TREASURER**

2000 Lakeridge Drive SW, Olympia, Washington 98502-6080 • 360-786-5550 • FAX 360-754-4683

Thurston County services vital for responding to the COVID-19 virus including public health, fire districts, Medic One, law enforcement, and other emergency services rely on the timely payment of property taxes for a significant portion of their funding. Treasurer Jeff Gadman requests those who are financially able to make their 2020 first half property tax payment early are encouraged to do so in order to ensure funding for essential services needed now and in the months to come.

2020 first half property tax payments are due June 1, 2020.

Treasurer Jeff Gadman is exercising his emergency authority under RCW 84.56.020(10). Late fees will be waived for individual taxpayers if 2020 first half property tax payments are received or postmarked by June 1, 2020. This change in due date does not apply to intermediaries, including mortgage servicing companies, or for the payment of delinquent prior year property taxes. Payments not received or postmarked by June 1, 2020 are subject to late fees as determined by state law.

"It's a delicate balance trying to assist our property owners affected by this pandemic and ensure our local government operations have funding to continue serving our community. Property taxes paid on time will help us provide essential services in response to COVID-19 and help offset the revenue we don't receive from those who cannot pay on time." says Jeff Gadman.

**Property Tax Payment Options:**

1. Pay by mail with check, money order or cashier's check made payable to the Thurston County Treasurer, or drop off payment in the silver county drop box located in the parking lot of the County Courthouse. PLEASE DO NOT PAY WITH CASH.
2. Pay online using a credit card, Visa Debit or e-check. (there is a fee for VISA Debit and Credit Card payments, there is no fee for e-check payments)  
[www.thurstoncountywa.gov/treasurer](http://www.thurstoncountywa.gov/treasurer)

**Treasurer's Office General Inquiries:**

Call us at 360-786-5550 or email [trsr@co.thurston.wa.us](mailto:trsr@co.thurston.wa.us)





# April 2020 Staff Report

## Progress on Annual Plan

Goals Worked On	Work Done
1	<ul style="list-style-type: none"> <li>Assisted 2 shoreline landowners (Cedarbaum, York)</li> </ul>
2	<ul style="list-style-type: none"> <li>Secured additional funding from AHSS for Shore Friendly Thurston program (\$96,043 – TCD receives ~32K)</li> </ul>
5	<ul style="list-style-type: none"> <li>Continued remote marine shoreline TA for 4 shoreline landowners</li> <li>Developed 1 bulkhead removal project with homeowner (195 LF)</li> </ul>
8	<ul style="list-style-type: none"> <li>1415 students participated in water quality testing</li> <li>730 ft., 0.14 miles restored</li> </ul>
13	<ul style="list-style-type: none"> <li>42 producers</li> </ul>
16	<ul style="list-style-type: none"> <li>Applications submitted to seek funding for 6 barrier culvert removals</li> </ul>
17	<ul style="list-style-type: none"> <li>Completed 1 flood response/ habitat restoration opportunity assessment TA site visit</li> <li>2.75 acres restored</li> </ul>
22	<ul style="list-style-type: none"> <li>Conducted 1 site visits</li> <li>20 Producers, 12 beginning farmers, 8 experienced farmers</li> <li>Provided TA to 10 landowners</li> </ul>
26	<ul style="list-style-type: none"> <li>Started the process of moving the Equipment Rental Program to an online process</li> <li>Rented the PPE to 3 residents</li> </ul>
29	<ul style="list-style-type: none"> <li>52 recommended BMPS</li> <li>Provided front yard native planting recommendations to 1 landowner (2 BMPs)</li> </ul>
30	<ul style="list-style-type: none"> <li>19 BMP's implemented</li> </ul>
34	<ul style="list-style-type: none"> <li>Developed budget and framework to treat 40+ acres of invasive weeds in the Skookumchuck over the next 5 years.</li> </ul>
37	<ul style="list-style-type: none"> <li>Attended SSFSN monthly meeting</li> <li>Began collaboration with community partners for Homegrown Yelm workshops and urban stewardship outreach</li> </ul>
41	<ul style="list-style-type: none"> <li>8 commercial operations and 6 homestead landowners</li> </ul>
48	<ul style="list-style-type: none"> <li>Participated in SSFSN and STEDI</li> <li>Collaborated with the Community Farmland Trust, WSU Extension, &amp; EDC to create</li> </ul>

	Farmer's Basket: A Buyer's Guide to connect residents with local growers to increase local food consumption during COVID-19 pandemic
50	<ul style="list-style-type: none"> <li>) Expanding partnerships with Bounty for Families and the Nisqually Indian Tribe to reach more Thurston County residents</li> </ul>
50	<ul style="list-style-type: none"> <li>) Promoted local volunteer opportunities with Tumwater FRESH &amp; TCFB to bring food to local residents during pandemic</li> <li>) Promoting markets and farms that offer EBT/SNAP/WIC options in Farmer's Basket</li> </ul>
58	<ul style="list-style-type: none"> <li>) 14 new volunteers- Total= 276</li> <li>) 27 volunteers participated in water quality testing</li> </ul>
	<ul style="list-style-type: none"> <li>) Began converting Shore Friendly Thurston outreach materials to match TCD branding guidelines</li> </ul>
60	<ul style="list-style-type: none"> <li>) Began converting Shore Friendly Thurston outreach materials to match TCD branding guidelines</li> </ul>
67	<ul style="list-style-type: none"> <li>) Attended 2 Strategic Planning meetings with Board and Staff</li> </ul>
78	<ul style="list-style-type: none"> <li>) Began converting Shore Friendly Thurston outreach materials to match TCD branding guidelines</li> </ul>
94	<ul style="list-style-type: none"> <li>) 46 new Facebook page likes- Total= 2029</li> <li>) 12658 Facebook reach in March</li> <li>) 49 new Facebook page follows- Total= 20281</li> <li>) 107 new newsletter subscribers- Total= 1560</li> <li>) Instagram followers- Total=958</li> <li>) 5,901 website page views in march</li> <li>) Spoke with 25 community members at tabling event</li> </ul>

## Staff Highlights

- ) In March, I made significant progress providing support and leadership in the 2 cost share projects I am currently working on. The first project is the construction of a below ground irrigation mainline to reduce water usage and the second project is the construction of a manure storage structure and heavy use area protection. We completed the in-depth permitting applications and site maps as well as the final engineered designs and cost estimates.
- ) The month of March was unpredictable, but I think TCD accomplished some great things for our community. I enjoyed helping Nora work on the Farmer's Basket project. This project helped connect local farmers producing food with community members.

- ) Supported Technical Team during preparation for cost-share project permitting: permit preparation, consultations with County staff, construction plan review and revision  
 Attended 8 meetings focused on the Chehalis Basin, WRIA 13, Shore Friendly, and project development.  
 Habitat Program Funding Focus this spring:  
 Secured \$32K in additional funding for Shore Friendly Thurston (this is the TCD portion of \$96,043 secured for the Shore Friendly South Sound partners)  
 Assisted Mara (supporting role!) with project development proposal presentations for Chehalis ASRP grant funds
- ) I spent most of March getting the Manure Spreader ready to rent out, and then started working on the online process. I got the office prepared for teleworking by assisting coworker's transition. I am the only person in the office so I've had fun organizing the back room and archiving outdated documents.
- ) Supported teachers/students with water quality testing; planning and prep for Student GREEN Congress (canceled due to COVID-19); moved to telework and planning for distance learning and support for local teachers
- ) Created the Farmer's Basket: Buyer's Guide for help local farmer's adapt to the changing markets of COVID-19 and connect customers to healthy, safe, and local food.
- ) I think was a challenging month for a lot of us, but it's been encouraging to see how resilient everyone has been in the face of difficult circumstances. I think the highlight for me has been the resilience and the nimbleness of our organization, despite the disruption we face to many of our ongoing activities. Whether it's been connecting our cooperators with the Farmer's Basket Buyer's Guide, or re-gearing to continue to serve individuals through VSP or cost-share project assistance remotely, we're finding ways to assist landowners where it's most needed. At the same time, we're also moving forward to a bright future, as we create our new five-year strategic plan.
- ) This month I completed an application with the USFWS Partners for Fish and Wildlife to bring a new cost-share program to TCD. The Partners for Fish and Wildlife framework is non-regulatory, voluntary and very flexible. If successful, our new program will provide cost-share funds for residents in the Black River watershed who are struggling with the intersection of wetlands, agriculture and Oregon Spotted Frog, an ESA listed species.