

Thurston Conservation District Consent Calendar Decision Sheet May 28, 2020 Board Meeting



A. April 23rd, 2020 Board Meeting Minutes

Proposed action: accept without amendment and approve.

Action taken:

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

B. May 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 May 28, 2020 AND EFFECTIVE IMMEDIATELY

SIGNED:

TJ Johnson, Board Chair

Betsie DeWreede, Vice Chair

Doug Rushton, Board Member

David Iyall, Board Auditor

Paul Pickett Board Member

ATTEST:

Sarah Moorehead, Executive Director



Thurston Conservation District Board of Supervisors
May Board Meeting Agenda
Thu, May 28th, 2020 5:30 PM - 8:00 PM (PDT)
Please join my meeting from your computer, tablet or smartphone.

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- | | |
|--|-------------------------------------|
| 1. Welcome, Introductions, Audio Recording Announcement | 5:30 PM
<i>5 minutes</i> |
| 2. Agenda Review | 5:35 PM
<i>5 minutes</i> |
| 3. Consent Agenda – Action Item | 5:45 PM
<i>5 minutes</i> |
| A. April 23 rd , 2020 Board Meeting Minutes | |
| B. April Financial Report | |
| 4. Public Comment | 5:50 PM
<i>15 minutes</i> |
| *Three minutes per person | |
| 5. Continuity of Operations During COVID-19, All | 6:05 PM
<i>10 Minutes</i> |
| A. TCD Staff and Operations Update | |
| 6. Financial Report, All | 6:15 PM
<i>10 minutes</i> |
| A. Updates and Questions | |
| 7. Governance | 6:25 PM
<i>25 minutes</i> |
| A. 2020-2024 Strategic Plan, All- Action Item | |
| B. 2020 Annual Plan, All- Action Item | |
| C. Bid Policy | |

8. Other Reports

6:50 PM

- A. WACD and NACD Update, *Doug Rushton*
- B. Board of Supervisor Reports, *All*
- C. Executive Director Report, *Sarah Moorehead*

15 minutes

Adjourn

7:05 PM

Time Allotment: 1hr 35min

Important Dates

May

8 th	Close Strategic Plan Attendees Feedback	Web
14 th	May Work Session: 3-5pm	Web
20 th	WACD Board Meeting: 7:30-8:30pm https://www.wadistricts.org/board-of-directors/	Web
21 st	WSCC Meeting: 8:30- 2:45pm https://scc.wa.gov/commission-meetings/	Web
28 th	May Board Meeting: 5:30-8pm	Web
28 th	Sign Final Strategic Plan	Web

June

9 th	June Work Session: 3-5pm	Web
23 rd	WACD Board Meeting, FY 2021 Budget Adoption	Web
25 th	June Board Meeting: 5:30-8	Web

July

14 th	July Work Session: 3-5pm	Web
18 -20 th	NACD Summer Meeting	Web
23 rd	July Board Meeting: 5:30-8pm	Web

Item

3



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
Sarah Moorehead, TCD Executive Director
Jean Fike, WSCC

Summary of Action Items:

-) ACTION ITEM - Staff and Supervisor Rushton are devising a way to include proposed funding for the Family First Corona Relief Act. This funding would be reflected in future budgets.**
-) ACTION ITEM: Staff will look into how the Board can sign resolutions and other official forms electronically. WSCC has some insight into the process.**
-) ACTION ITEM: Staff will upload all resolutions and resolution drafts to the file sharing site so the Board has live access to it.**

Summary of Motions Passed:

-) *Supervisor Rushton moved to adopt the Revised Agenda. Supervisor Iyall seconded. Motion passed, (3-0).***
-) *Supervisor Rushton moved to adopt the revised Consent Agenda. Supervisor Iyall seconded. Motion passed unanimously (4-0).***
-) *Supervisor Rushton moved to amend the agenda to include the Emergency Spending Resolution 2020-05 as 5-C. Supervisor DeWreede seconded. Motion passed unanimously (5-0)***
-) *Supervisor DeWreede moved to approve TCD Resolution 2020-05: Emergency Spending. Supervisor Pickett seconded. Motion passed unanimously (5-0).***
-) *Supervisor Rushton moved to add 7-E Partner Reports to the Agenda, including WSCC, WACD, and NACD. Supervisor DeWreede seconded. Motion passed unanimously (5-0).***
-) *Supervisor DeWreede moved to add a Special Meeting to the May 14th Work Session 5-6pm after the Work Session to review the application for the mid-term elected seat vacancy. Supervisor Rushton seconded.***
-) *Supervisor DeWreede moved to adopt a friendly amendment to the motion to change the May 14th Work Session to a Special Meeting from 3-6pm to review applications for the mid-term elected seat vacancy. Supervisor Rushton seconded the amendment. Motion passed, with Supervisor Pickett abstaining (4-0).***
-) *Supervisor Pickett moved to adjourn. Supervisor DeWreede seconded. Motion passed with Supervisor Pickett Abstained (4-0).***

Full Version of the Minutes

Welcome & Introductions

5:30pm TCD Board Chair TJ Johnson called the April 23, 2020 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. Supervisors DeWreede and Pickett were not present for the beginning of the meeting. 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 7-D to discuss conflicts with the Work Sessions schedule.

Supervisor Rushton moved to adopt the Revised Agenda. Supervisor Iyall seconded. Motion passed, (3-0).

Consent Agenda – Action Item

A. March 26th, 2020 Board Meeting Minutes

B. March 2020 Financial Report

Supervisor Pickett joined the meeting 5:37pm

Supervisor Rushton moved to adopt the revised Consent Agenda. Supervisor Iyall seconded. Motion passed unanimously (4-0).

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. TCD Services- Equipment Rental and Soil Testing

-) Equipment and Soil Programs are ready to open with new procedures in place to minimize contact with the public.
-) The rental process is web based and transfer of equipment will be renter to renter contact only. This process holds each renter responsible for the sanitation and cleaning of the equipment when receiving and passing the equipment on to the next renter.
-) If equipment is not in a sanitary or functional state, the new renter can decline to take the equipment and TCD staff will step in to ensure the current renter has cleaned, disinfected, and maintained the equipment.
-) All equipment comes with sanitizing tools (bucket, brush, bleach test strips, spray bottles and 5 gallon bucket), binders with biosafety checklist, along with a damage report sheet.

- 74) TCD has been able to share the new process with other CD's and their equipment
75 programs across the state.
76

77 Supervisor DeWreede joined the meeting at 5:50pm
78

79 **B. TCD Staff and Operation Update**

- 80) The Farmers Basket Buyers Guide on our website has been a huge success. There
81 have been over 7,500 hits and multiple growers are represented. Some farmers are
82 expanding their Community Supported Agriculture programs by offering
83 additional CSA shares.
84) Local media has been advertising the Farmers Basket. Additionally, it has
85 received national recognition through NACD.
86) Staff and Legal Counsel have developed a letter to identify the essential activities,
87 safety measures, and social distancing protocols TCD staff are utilizing and how
88 these activities fit into the governor's essential work guidelines.
89

90 *Supervisor Rushton moved to amend the agenda to include the Emergency Spending*
91 *Resolution 2020-05 as 5-C. Supervisor DeWreede seconded. Motion passed unanimously (5-0)*
92

- 93) TCD is subject to compliance with the Family First Corona Relief Act which has
94 provisions available to employees during the pandemic.
95) There is no additional federal funding for Districts to provide these services.
96

97 **ACTION ITEM - Staff and Supervisor Rushton are devising a way to include proposed**
98 **funding for the Family First Corona Relief Act. This funding would be reflected in future**
99 **budgets.**
100

101 **C. Resolution 2020-05: Emergency Spending update –Action Item**

- 102) This resolution is modified from Resolution 2020-03: Emergency Spending that was
103 passed at the March 26th 2020 Board Meeting.
104) The resolution authorizes the Executive Director Sarah Moorehead to spend up to
105 \$35,096.00 from the Reserve Fund to deal with necessary and regular expenses to
106 maintain organizational continuity.
107) The spending will be paid back to the Reserve Fund once the next installment of
108 Rates and Charges funding is available.
109

110 *Supervisor DeWreede moved to approve TCD Resolution 2020-05: Emergency Spending.*
111 *Supervisor Pickett seconded. Motion passed unanimously (5-0).*
112

113 **ACTION ITEM: Staff will look into how the Board can sign resolutions and other official**
114 **forms electronically. WSCC has some insight into the process.**
115

ACTION ITEM: Staff will upload all resolutions and resolution drafts to the file sharing site so the Board has live access to it.

Financial Report

A. Financial Report Update, Sarah Moorehead

) March 2020 Financial Report overview.

Supervisor Rushton moved to add 7-E Partner Reports to the Agenda, including WSCC, WACD, and NACD. Supervisor DeWreede seconded. Motion passed unanimously (5-0).

Governance

A. Update on mid-term elected seat vacancy, All

) No applications have been received. The application period closes May 7, 2020.

) Applications will be given to the Board for review at the May Work Session.

) Interviews will be scheduled with the goal of approving someone to the position by the June Board Meeting.

B. May Special Meeting Coordination

) A Special Meeting at the end of the May 14th Work Session will be added to review mid-term elected seat vacancy applications.

Supervisor DeWreede moved to add a Special Meeting to the May 14th Work Session 5-6pm after the Work Session to review the application for the mid-term elected seat vacancy. Supervisor Rushton seconded.

Supervisor DeWreede moved to adopt a friendly amendment to the motion to change the May 14th Work Session to a Special Meeting from 3-6pm to review applications for the mid-term elected seat vacancy. Supervisor Rushton seconded the amendment. Motion passed, with Supervisor Pickett abstaining (4-0).

) Supervisors can call for a second round of applicants if a qualified replacement isn't selected by the June Board Meeting.

C. May Special Meeting Agenda

1. Review April Board Meeting Minutes.
2. Covid-19 updates.
3. Discuss appointment of the TCD Board mid-term elected seat vacancy.
4. Review community feedback on Strategic Plan draft.
5. Review any issues with the Equipment Rental Program.
6. Policy Development: Bid Policy
7. Executive Director Update
8. May Board Meeting Agenda development.
9. Special Meeting for staff feedback on the applications.

D. Conflict with Work Sessions from June to September

-) One Supervisor has a conflict with scheduled Work Sessions on Thursdays June through September..
-) The Board will move Work Sessions to the second Tuesday 3-5pm from June until September.

E. Partner Reports

-) Jean Fike gave an update for WSCC.
-) Doug Rushton gave an update on WACD and NACD.

Executive Session: *To discuss potential litigation with legal counsel.*

In attendance: Supervisors Pickett, Iyall, Johnson, Rushton, DeWreede, Legal Counsel Ben Cushman, and Executive Director Sarah Moorehead

RCW 42.30.110 (i) 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.

Executive Session opened at 6:42pm for 15 minutes with no action taken, ending at 6:55pm

Regular meeting opened at 6:55pm.

Executive Session Report Out

The Board and Legal Counsel discussed pending litigation. No action was taken.

Other Reports

A. Board of Supervisor Reports

-) Supervisor Pickett has sent a letter to the Board announcing his resignation as a TCD Board Supervisor effective at the end of April, 2020.
-) Supervisor Johnson gave a Zahn parcel update. Olympia Councilmember Madrone said she cannot approve the proposed park master plan without full mitigation of the 42 acres of farmland lost. The TCD Board may have a joint meeting with City Council Land Use and Environment Committee to discuss farmland preservation and mitigation strategies.

Executive Director

-) TCD Staff are demonstrating the staff's resiliency in the community through existing programs and our adaptability to develop new programs in a time of crisis.
-) Staff has completed the metrics for the 2019 Annual Report. Staff should have it completed and ready to share by May 1.

202 **B. Media**
203) Food wastage on farms due to famrers farmers contracts for resteraunts are not being
204 filled due to covid-19 constraints.
205) TCD should have a prepared statement to address Food wastage.
206
207 *Supervisor Pickett moved to adjourn. Supervisor DeWreede seconded. Motion passed with*
208 *Supervisor Pickett Abstained (4-0).*
209
210 **Adjourn 7:05pm**
211 Respectfully,

X

T.J. Johnson
TCD Board Chair

213

Thurston Conservation District

May 2020 Financial Notes

Thurston Conservation District continues to provide essential services to the community despite a global pandemic. Despite some minor delays, the District finances have not been impacted and continue to be healthy.

Total (Restricted and Unrestricted) Year-to-Date Profit and Loss (Pages 2 and 3)

1. The big May Rates and Charges payment was realized in April and paid on May 10 - \$195,699.51. Because we use accrual reporting for our monthly financial reports, as of the April report, the District's income now exceeds its expenses by \$45,529.70.
2. Due to the coronavirus outbreak, Thurston County extended its deadline for the first half of property tax payments to June 1, so our May payment is \$38,603.20 less this year than it was in 2019. We expect to recover that amount in our June payment.

Balance Sheet (Page 5)

3. On this report, you can see that the Reserve Fund Savings account is at \$30,000.00, because we transferred \$35,000 to the Checking Account to cover late April and early May expenses. That amount was transferred back to the Reserve account on May 13th.

Unrestricted Profit & Loss Budget vs Actual (Page 8 and 9)

4. The *District Services Salaries and Benefits* line item is quite high, but the total unrestricted *Salaries and Benefits* amount is at stable at 35.65% as of April 30th.
5. The District has increased its efforts to communicate with the public, this has increased both the *District Services Salaries and Benefits* and the unrestricted *Advertising* amounts.
6. The *Office Rent* figure remains high due to the rent increase with Whitlock and the new rental cost of \$260 per month for the storage of our rental equipment.
7. In April we purchased SmartSheets for \$2,884.87, which caused an increase our *Software Licenses* amount; still, we do not expect to exceed the budget amount for the year.
8. The *Office Furniture & Equipment* line item now exceeds the budgeted amount by \$2,659.25. This is due to the purchase of the two new trailers for the poultry processing equipment.

Thurston Conservation District

Profit & Loss

January through April 2020

	Jan - Apr 20
Ordinary Income/Expense	
Income	
3431100 · Retail Sales	
3431110 · Plant Sales	11,896.50
3411140 · TCD Equipment Rentals	321.71
3431130 · Soil Testing	1,704.46
3431120 · Rental Income	677.87
Total 3431100 · Retail Sales	14,600.54
3611100 · Interest Income	10.64
3300000 · Grant Revenue	198,342.29
3685201 · Rates and Charges	240,855.75
3670000 · Contributions Private	1,249.59
3600000 · Miscellaneous Revenue	2,350.00
Total Income	457,408.81
Gross Profit	457,408.81
Expense	
5966699 · Vehicle Allocation	0.00
5314999 · Overhead Allocation	0.00
5531010 · Salaries & Benefits	297,142.34
5314101 · Legal Fees & Services	7,511.33
5314102 · Audit & Accounting	1,243.54
5314103 · Computer Services	7,407.21
5314100 · Professional Services	4,307.50
5314400 · Advertising	2,013.75
5314117 · Soil Testing	1,618.60
5314104 · Janitorial Services	696.00
5314501 · Office Rent	21,060.00
5314700 · Utilities	2,243.92
5314503 · Equipment Leases	862.85
5314200 · Communications	3,643.11
5313102 · Photocopier Usage	840.91
Software Licenses	3,171.54
5354800 · Repairs & Maintenance	81.98
5313101 · Office Supplies	1,332.33
5314202 · Postage & Shipping	894.02
5313401 · Plants for Resale	7,641.47
Project Expenses	
5314901 · Meeting & Event Supplies	681.60
5313103 · Project Supplies	2,008.71
5314116 · Project Equipment	391.65
5314113 · Teacher Substitute Stipends	404.42
5314112 · Bus Transportation	249.71
5314502 · Site Rental	450.00
Total Project Expenses	4,186.09
5314902 · Dues and Subscriptions	1,910.00
Board Meeting Snacks	167.50
5314203 · Printing Services	1,826.00
5314307 · Licenses and Permits	31.00
5314302 · Staff - Conference & Training	210.00
5314300 · Staff - Travel	819.86
5314301 · Board Travel	188.03
5314108 · Construction & Landscaping	14,127.65
5314109 · Cost Share	4,764.00
5314110 · Bank Fees & Interest Charges	490.43
5314600 · Liability Insurance Premiums	5,112.00
5314111 · Late Fees & Penalties	325.43
Sales Tax Adjustments	-0.03
66900 · Reconciliation Discrepancies	-2.51
5945360 · Capital Outlays	
5966601 · Office Furniture & Equipment	5,267.60
5966402 · Computer Hardware	8,706.90
5966400 · Machinery and Tools	36.76
Total 5945360 · Capital Outlays	14,011.26
Total Expense	411,879.11
Net Ordinary Income	45,529.70
Net Income	45,529.70

Thurston Conservation District

Profit & Loss

April 2020

	Apr 20
Ordinary Income/Expense	
Income	
3431100 · Retail Sales	
3411140 · TCD Equipment Rentals	207.36
3431120 · Rental Income	65.94
	<hr/>
Total 3431100 · Retail Sales	273.30
3611100 · Interest Income	2.73
3300000 · Grant Revenue	40,881.83
3685201 · Rates and Charges	195,699.51
3600000 · Miscellaneous Revenue	2,350.00
	<hr/>
Total Income	239,207.37
Gross Profit	239,207.37
Expense	
5314999 · Overhead Allocation	0.00
5531010 · Salaries & Benefits	79,563.83
5314101 · Legal Fees & Services	876.83
5314102 · Audit & Accounting	109.40
5314103 · Computer Services	2,603.21
5314100 · Professional Services	2,897.50
5314400 · Advertising	1,468.02
5314117 · Soil Testing	81.60
5314501 · Office Rent	4,628.00
5314700 · Utilities	724.86
5314503 · Equipment Leases	185.51
5314200 · Communications	1,144.02
5313102 · Photocopier Usage	55.76
Software Licenses	3,110.34
5313101 · Office Supplies	89.02
5314202 · Postage & Shipping	323.25
Project Expenses	
5314901 · Meeting & Event Supplies	57.17
5313103 · Project Supplies	31.57
5314116 · Project Equipment	144.16
	<hr/>
Total Project Expenses	232.90
5314902 · Dues and Subscriptions	135.00
5314203 · Printing Services	1,273.55
5314302 · Staff - Conference & Training	-805.00
5314300 · Staff - Travel	84.64
5314109 · Cost Share	2,206.00
5314110 · Bank Fees & Interest Charges	50.00
5314600 · Liability Insurance Premiums	1,278.00
5314111 · Late Fees & Penalties	39.00
5945360 · Capital Outlays	
5966601 · Office Furniture & Equipment	5,206.64
	<hr/>
Total 5945360 · Capital Outlays	5,206.64
Total Expense	107,561.88
Net Ordinary Income	131,645.49
Net Income	<hr/> <hr/> 131,645.49

Thurston Conservation District

Profit & Loss Prev Year Comparison

January through April 2020

	Jan - Apr 20	Jan - Apr 19	\$ Change	% Change
Ordinary Income/Expense				
Income				
3431100 · Retail Sales				
3431110 · Plant Sales	11,896.50	0.00	11,896.50	100.0%
3411140 · TCD Equipment Rentals	321.71	32.14	289.57	901.0%
3431130 · Soil Testing	1,704.46	2,311.36	-606.90	-26.3%
3431120 · Rental Income	677.87	316.99	360.88	113.9%
Total 3431100 · Retail Sales	14,600.54	2,660.49	11,940.05	448.8%
3611100 · Interest Income	10.64	9.36	1.28	13.7%
3300000 · Grant Revenue	196,725.29	104,883.97	91,841.32	87.6%
3685201 · Rates and Charges	240,855.75	42,258.53	198,597.22	470.0%
3670000 · Contributions Private	1,249.59	2,500.00	-1,250.41	-50.0%
3600000 · Miscellaneous Revenue	2,350.00	0.00	2,350.00	100.0%
Total Income	455,791.81	152,312.35	303,479.46	199.3%
Gross Profit	455,791.81	152,312.35	303,479.46	199.3%
Expense				
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	297,142.34	124,845.20	172,297.14	138.0%
Stipends	0.00	1,000.00	-1,000.00	-100.0%
5314101 · Legal Fees & Services	7,511.33	21,190.00	-13,678.67	-64.6%
5314102 · Audit & Accounting	1,243.54	5,220.02	-3,976.48	-76.2%
5314103 · Computer Services	7,407.21	2,700.00	4,707.21	174.3%
5314106 · PDR Expense	0.00	99.00	-99.00	-100.0%
5314100 · Professional Services	4,307.50	6,192.27	-1,884.77	-30.4%
5314400 · Advertising	2,013.75	690.89	1,322.86	191.5%
5314117 · Soil Testing	1,618.60	1,284.20	334.40	26.0%
5314104 · Janitorial Services	696.00	900.00	-204.00	-22.7%
5314501 · Office Rent	21,060.00	15,800.00	5,260.00	33.3%
5314700 · Utilities	2,243.92	2,813.75	-569.83	-20.3%
5314503 · Equipment Leases	862.85	980.88	-118.03	-12.0%
5314200 · Communications	3,643.11	1,455.27	2,187.84	150.3%
5313102 · Photocopier Usage	840.91	817.77	23.14	2.8%
Software Licenses	3,171.54	0.00	3,171.54	100.0%
5354800 · Repairs & Maintenance	81.98	26.22	55.76	212.7%
5313101 · Office Supplies	1,332.33	542.74	789.59	145.5%
5314202 · Postage & Shipping	894.02	2,901.23	-2,007.21	-69.2%
5313401 · Plants for Resale	7,641.47	-1,225.50	8,866.97	723.5%
Project Expenses	4,186.09	11,863.82	-7,677.73	-64.7%
5314902 · Dues and Subscriptions	1,910.00	285.00	1,625.00	570.2%
Board Meeting Snacks	167.50	0.00	167.50	100.0%
5314203 · Printing Services	1,826.00	3,412.22	-1,586.22	-46.5%
5314307 · Licenses and Permits	31.00	0.00	31.00	100.0%
5314302 · Staff - Conference & Training	210.00	665.00	-455.00	-68.4%
5314300 · Staff - Travel	819.86	691.45	128.41	18.6%
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	4,764.00	1,950.00	2,814.00	144.3%
5314110 · Bank Fees & Interest Charges	490.43	704.96	-214.53	-30.4%
5314600 · Liability Insurance Premiums	5,112.00	4,697.00	415.00	8.8%
5314111 · Late Fees & Penalties	325.43	180.00	145.43	80.8%
Sales Tax Adjustments	-0.03	0.00	-0.03	-100.0%
5314998 · Sponsor Match Allocation	0.00	0.00	0.00	0.0%
66900 · Reconciliation Discrepancies	-2.51	0.95	-3.46	-364.2%
5945360 · Capital Outlays				
5966601 · Office Furniture & Equipment	5,267.60	0.00	5,267.60	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%
Total 5945360 · Capital Outlays	14,011.26	0.00	14,011.26	100.0%
Total Expense	411,879.11	212,831.36	199,047.75	93.5%
Net Ordinary Income	43,912.70	-60,519.01	104,431.71	172.6%
Net Income	43,912.70	-60,519.01	104,431.71	172.6%

Thurston Conservation District

Balance Sheet

As of April 30, 2020

	Apr 30, 20
ASSETS	
Current Assets	
Checking/Savings	
3081001 · Checking-7444 Timberland	71,107.92
3088020 · Savings Accounts	
3082002 · Saving-6568 Reserve Fund	30,014.57
3082003 · Saving-2410 Education Center	10,001.39
Total 3088020 · Savings Accounts	40,015.96
3088030 · Counter Cash	100.00
3088040 · PayPal Account	217.52
Total Checking/Savings	111,441.40
Accounts Receivable	104,785.78
Other Current Assets	
3090500 Prepaid Accounts	
3090501 · 309.05.01 Prepaid Insurance	5,580.00
3090506 · Security Deposit - Ferguson ST	3,835.00
Total 3090500 Prepaid Accounts	9,415.00
3092000 · 309.20.00 Cash on Hand	180,028.45
Total Other Current Assets	189,443.45
Total Current Assets	405,670.63
TOTAL ASSETS	405,670.63
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	32,093.85
Credit Cards	
Wells Fargo	7,229.68
Total Credit Cards	7,229.68
Other Current Liabilities	
25500 · Sales Tax Payable	14.78
3861000 · Payroll Liabilities	
3861008 · Union Dues	676.57
3861005 · PERS Deferral Payable	5,344.92
3861007 · State Unemployment Payable	811.27
3861009 · State L&I Payable	1,383.85
3861010 · WA - Family & Medical Leave	112.95
3861011 · Vacation & Sick Leave Payable	47,883.49
Total 3861000 · Payroll Liabilities	56,213.05
Total Other Current Liabilities	56,227.83
Total Current Liabilities	95,551.36
Total Liabilities	95,551.36
Equity	310,119.27
TOTAL LIABILITIES & EQUITY	405,670.63

Thurston Conservation District
Restricted Budgets vs Actuals

As of April 30, 2020

New Grants this Month

		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	122.17	4,899.96	82.61%	95.57%
	ESRP Shore Friendly	R035		1-Jul-19	1-Jul-21	227,551.00	141,338.95	15,245.89	126,093.06	40.00%	13.53%
DOE	Deschutes	E100	WQC-2018-Th	1-Jul-19	30-Apr-22	247,511.00	95,167.68	2,940.21	92,227.47	29.41%	5.06%
WSCC	Livestock	W025	20-13-LT	1-Jul-19	30-Jun-21	50,000.00	21,911.61	5,261.35	16,650.26	41.67%	44.79%
	Drought Funding	W040	19-13-DR	1-Jul-19	30-Apr-20	53,050.00	9,005.30	9,005.30	0.00	Closed	
	Skookumchuck	W030		1-Apr-20	1-Jul-25	744,780.25	111,717.04	3,764.93	107,952.11	1.56%	0.51%
	FY20-21 Chehalis Flood	W050	20-13-FL	1-Jul-19	30-Jun-21	177,668.02	91,931.35	33,515.83	58,415.52	41.67%	41.25%
	Shellfish Cost Share TA	W060	20-13-SH	15-Aug-19	30-Jun-21	30,113.46	17,320.66	4,584.66	12,736.00	39.13%	28.95%
	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	39.13%	0.00%
	FY19-21 CREP TA	W070	20-13-CE	1-Jul-19	30-Jun-21	33,847.00	20,227.79	3,343.80	16,883.99	41.67%	20.24%
	FY19-21 CREP Cost Share	W070 CS	20-13-CE	1-Jul-19	30-Jun-21	26,811.50	13,044.33	3,147.00	9,897.33	41.67%	38.76%
	NRI TA	W080	20-13-NR	1-Jul-19	30-Jun-21	19,150.00	10,301.08	5,563.39	4,737.69	41.67%	48.36%
	NRI Cost Share	W080	20-13-NR	1-Jul-19	30-Jun-21	76,600.00	51,066.67	0.00	51,066.67	41.67%	0.00%
Misc	Soil Health Grant	M065	16-49-TS	21-Jun-17	15-Aug-20	32,136.34	4,125.46	560.55	3,564.91	92.11%	88.91%
	JBLM - SLP	M075		1-Jul-19	30-Jun-21	18,750.00	11,825.94	2,409.75	9,416.19	41.67%	18.24%
	NACD Home Grown Yelm	M090		1-Feb-20	1-Mar-21	50,000.00	45,455.00	2,168.45	43,286.55	21.43%	4.34%
	Orca Recovery Day	M060		1-Sep-19	Until Spent	5,940.00	2,570.19	502.60	2,067.59	NA	65.19%
Thurston County	VSP 2020	TC400	K2024	1-Jul-19	30-Jun-21	105,000.00	52,534.97	38,053.60	14,481.37	41.67%	61.19%
	Shellfish NTA	TC600		1-Jul-19	30-Jun-20	130,525.00	94,970.53	12,629.91	82,340.62	83.33%	36.92%
	Riparian NTA	TC650		1-Jul-19	28-Feb-21	36,875.00	29,660.00	12,805.30	16,854.70	50.00%	41.23%
	NTAqua	TC700		1-Mar-20	31-May-21	68,800.00	45,866.67	3,389.61	42,477.06	13.33%	4.93%
TCD Allocation	General TA	T080		1-Jan-20	31-Dec-20	10,000.00	10,000.00	9,721.92	278.08	33.33%	97.22%
	Working Lands Initiative	T100		1-Jan-20	31-Dec-20	3,000.00	3,000.00	1,889.89	1,110.11	33.33%	63.00%
	CTA	W055	20-13-IM	1-Jul-19	30-Jun-20	11,111.00	5,393.25	0.00	5,393.25	83.33%	51.46%
	TCD VSP	T400		1-Jan-20	31-Dec-20	40,000.00	40,000.00	45.67	39,954.33	33.33%	0.11%

Thurston Conservation District
Restricted Budgets vs Actuals

As of April 30, 2020

New Grants this Month

		Account Number	Grant Number	Grant Period		Total Grant Amount	2020 Budget	2020 Actual	2020 Remaining Budget	% of Total Time	% of Total Budget
South Sound Green	Interlocal Agreements	G019-SS		1-Jan-20	31-Dec-20	49,200.00	49,200.00	24,192.48	25,007.52	33.33%	49.17%
	TCC	TCC		1-Jan-12	Until Spent	96,856.00	46,117.00	4,959.87	41,157.13	NA	57.51%
	FY19-20 NOAA B-WET	G019.106		1-Aug-19	31-Jul-20	18,313.76	17,329.21	2,093.86	15,235.35	75.00%	16.81%
	TCD Nearshore	G019.115		1-Jan-20	31-Dec-20	18,300.00	18,300.00	1,097.20	17,202.80	33.33%	6.00%
	TCD Allocation	G019.110		1-Jan-20	31-Dec-20	28,000.00	28,000.00	19,909.58	8,090.42	33.33%	71.11%
	McLane Salmon Trail	G019.107		1-Jan-20	31-Dec-20	5,000.00	5,000.00	0.00	5,000.00	33.33%	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 April 30 2020

9:00 AM
05/20/2020
Accrual Basis

April 33.33%

Income	Jan - Mar 2020	Budget	\$ Over Budget	% of Budget
3431100 · Retail Sales				
3431110 · Plant Sales	11,896.50	21,600.00	-9,703.50	55.08%
3411140 · TCD Equipment Rentals	321.71	2,800.00	-2,478.29	11.49%
3431130 · Soil Testing	1,704.46	5,500.00	-3,795.54	30.99%
3431120 · Rental Income	677.87	800.00	-122.13	84.73%
3611100 · Interest Income	10.64	25.00	-14.36	42.56%
3300000 · Grant Revenue	0.00	95,600.00	-95,600.00	0.00%
3685201 · Rates and Charges	240,855.75	551,475.00	-310,619.25	43.67%
3670000 · Contributions Private	9.59	0.00	9.59	100.00%
5966699 · Vehicle Allocation	1,030.19	4,500.00	-3,469.81	22.89%
5314999 · Overhead Allocation	26,908.89	84,000.00	-57,091.11	32.03%
Total Income	283,415.60	766,300.00	-482,884.40	36.98%
Program Allocation	Jan - Mar 2020	Budget	\$ Over Budget	% of Budget
SS Green	21,006.78	46,300.00	-25,293.22	45.37%
VSP	45.67	40,000.00	-39,954.33	0.11%
Program Allocations Total	21,052.45	86,300.00	-65,247.55	24.39%
Expense	Jan - Mar 2020	Budget	\$ Over Budget	% of Budget
5531010 · Salaries & Benefits (Admin)	59,807.03	215,860.00	-156,052.97	27.71%
5531010 · Salaries & Benefits (District Services)	49,022.32	89,388.00	-40,365.68	54.84%
TCD Cost Share	0.00	5,000.00	-5,000.00	0.00%
5314101 · Legal Fees & Services	7,511.33	57,416.00	-49,904.67	13.08%
5314102 · Audit & Accounting	1,243.54	15,000.00	-13,756.46	8.29%
5314103 · Computer Services	7,407.21	15,500.00	-8,092.79	47.79%
5314100 · Professional Services	3,097.50	10,000.00	-6,902.50	30.98%
5355001 · Election Expense	3,847.13	6,500.00	-2,652.87	59.19%
5314400 · Advertising	1,753.75	1,500.00	253.75	116.92%
5314117 · Soil Testing	1,618.60	3,000.00	-1,381.40	53.95%
5314104 · Janitorial Services	696.00	5,000.00	-4,304.00	13.92%
5314501 · Office Rent	21,060.00	47,400.00	-26,340.00	44.43%
5314700 · Utilities	2,243.92	7,500.00	-5,256.08	29.92%
5314503 · Equipment Leases	862.85	3,050.00	-2,187.15	28.29%
5314504 · Vehicle Leases	0.00	15,000.00	-15,000.00	0.00%
5314200 · Communications	3,643.11	10,000.00	-6,356.89	36.43%
5313102 · Photocopier Usage	840.91	5,000.00	-4,159.09	16.82%
Software Licenses	2,991.51	3,400.00	-408.49	87.99%

Expense	Jan - Mar 2020	Budget	\$ Over Budget	% of Budget
5354800 · Repairs & Maintenance	0.00	7,000.00	-7,000.00	0.00%
5313101 · Office Supplies	1,262.78	7,000.00	-5,737.22	18.04%
5314202 · Postage & Shipping	555.52	1,500.00	-944.48	37.03%
5313401 · Plants for Resale	7,641.47	12,500.00	-4,858.53	61.13%
5314901 · Meeting & Event Supplies	767.15	2,000.00	-1,232.85	38.36%
5314502 · Site Rental	-25.00	0.00	-25.00	100.00%
5314902 · Dues and Subscriptions	1,910.00	7,500.00	-5,590.00	25.47%
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	210.00	7,000.00	-6,790.00	3.00%
5314306 · Board - Conference & Training	0.00	2,500.00	-2,500.00	0.00%
5314300 · Staff - Travel	663.00	5,500.00	-4,837.00	12.05%
5314301 · Board Travel	188.03	5,000.00	-4,811.97	3.76%
5314110 · Bank Fees & Interest Charges	481.45	1,500.00	-1,018.55	32.10%
5314600 · Liability Insurance Premiums	5,112.00	15,336.00	-10,224.00	33.33%
5314111 · Late Fees & Penalties	325.43	500.00	-174.57	65.09%
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	5,659.25	3,000.00	2,659.25	188.64%
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%
Total Expense	201,303.19	680,000.00	-478,696.81	29.60%
Net Income	61,059.96	0.00		

Thurston Conservation District
Payments Detail
April 2020

10:30 AM

05/20/2020

Type	Num	Date	Name	Funding Source	Account	Paid Amount
Credit Card Charge		4/1/2020	Minuteman Press	Thurston County:TC650 - Riparian NTA	5314203 · Printing Services	1,273.55
Check	EFT	4/2/2020	Postal IA	UNRESTRICTED:A010-Overhead	5314202 · Postage & Shipping	150.00
Credit Card Charge		4/5/2020	Facebook	District Services:A030-District Communications	5314400 · Advertising	25.00
Check	EFT	4/6/2020	Regence - Health Care		5312011 · Medical Benefits	5,880.41
Credit Card Charge		4/6/2020	Facebook	District Services:A030-District Communications	5314400 · Advertising	25.00
Credit Card Charge		4/7/2020	T Sheets	UNRESTRICTED:A010-Overhead	5314102 · Audit & Accounting	109.40
Bill Pmt -Check	20390	4/8/2020	A & L Western Agricultural Laboratories	District Services:A030-District Communications	5314117 · Soil Testing	578.40
Bill Pmt -Check	20391	4/8/2020	Comcast	UNRESTRICTED:A010-Overhead	Internet and Telephone	370.17
Bill Pmt -Check	20392	4/8/2020	Elizabeth DeWreede	UNRESTRICTED:A025 - Board Support	Board Travel & Board Meeting Snacks	200.45
Bill Pmt -Check	20393	4/8/2020	FCS Group	UNRESTRICTED:A010-Overhead	5314100 · Professional Services	2,897.50
Bill Pmt -Check	20394	4/8/2020	Freimund Jackson & Tardif, PLLC	UNRESTRICTED:A010-Overhead	5314101 · Legal Fees & Services	775.50
Bill Pmt -Check	20395	4/8/2020	Leah Kellogg	UNRESTRICTED:A010-Overhead	5314304 · Mileage	104.64
Bill Pmt -Check	20396	4/8/2020	Mara Healy	WSCC:W070 - CREP	5314304 · Mileage	36.42
Bill Pmt -Check	20397	4/8/2020	Marguerite Abplanalp	WSCC:W060 - Shellfish Cost Share:W060.4 Land	5314304 · Mileage	13.23
Bill Pmt -Check	20398	4/8/2020	North Thurston Public Schools	Dawkins and NOAA B-WET	5314113 · Teacher Substitute Stipends	404.42
Bill Pmt -Check	20399	4/8/2020	Olympia School District	GREEN:TCC:G019.28 Dawkins	5314112 · Bus Transportation	115.55
Bill Pmt -Check	20400	4/8/2020	Pacific Disposal	UNRESTRICTED:A010-Overhead	5314702 · Garbage Service	30.80
Bill Pmt -Check	20401	4/8/2020	Petrocard	UNRESTRICTED:A120-Vehicles	5313201 · Vehicle Fuel	21.88
Bill Pmt -Check	20402	4/8/2020	Puget Sound Energy	UNRESTRICTED:A010-Overhead	Electricity and Gas	415.62
Bill Pmt -Check	20403	4/8/2020	Ricoh USA, Inc.	UNRESTRICTED:A010-Overhead	5314503 · Equipment Leases	185.51
Bill Pmt -Check	20404	4/8/2020	Ricoh, USA Inc - Usage	UNRESTRICTED:A010-Overhead	5313102 · Photocopier Usage	224.24
Bill Pmt -Check	20405	4/8/2020	Sharp Electronics Corporation	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	253.03
Bill Pmt -Check	20406	4/8/2020	United Concordia Insurance Co		5312012 · Dental Benefits	574.64
Bill Pmt -Check	20407	4/8/2020	WA St Dept of Retirement Systems	UNRESTRICTED:A010-Overhead	5531020 · Benefits	25.00
Bill Pmt -Check	20408	4/8/2020	WA St University Energy Program	UNRESTRICTED:A010-Overhead	5314103 · Computer Services	2,603.21
Credit Card Credit		4/8/2020	Government Social Media	District Services:A030-District Communications	5314302 · Staff - Conference & Training	-255.00
Liability Check	EFT	4/9/2020	QuickBooks Payroll Service		Payroll	19,800.27
Liability Check	EFT	4/10/2020	WA St Dept of Retirement Systems		DCP Payable	575.00

Type	Num	Date	Name	Funding Source	Account	Paid Amount
Liability Check	EFT	4/10/2020	WFSE Union Dues		3861008 · Union Dues	678.12
Credit Card Charge		4/12/2020	Wells Fargo	UNRESTRICTED:A010-Overhead	5314111 · Late Fees & Penalties	39.00
Credit Card Charge		4/13/2020	MRSC	UNRESTRICTED:A010-Overhead	5314902 · Dues and Subscriptions	135.00
Credit Card Charge		4/13/2020	Survey Monkey	Thurston County:TC650 - Riparian NTA	Software Licenses	28.44
Credit Card Charge		4/13/2020	Fast Signs of Lacey	District Services:A099 - Equipment Rental	5314400 · Advertising	1,261.71
Credit Card Credit		4/13/2020	Western Washington University	RCO:R035 - ESRP Shore Friendly	5314302 · Staff - Conference & Training	-455.00
Credit Card Charge		4/13/2020	Eastside Urban Farm & Garden	MISC:M090 - NACD Urban Agriculture	5314901 · Meeting & Event Supplies	57.17
Check	EFT	4/14/2020	Wells Fargo			500.00
Liability Check	EFT	4/14/2020	Internal Revenue Service		Federal Payroll Taxes	6,385.70
Credit Card Charge		4/14/2020	Webrestaurant Store	District Services:A099 - Equipment Rental	5313103 · Project Supplies	31.57
Credit Card Charge		4/14/2020	US Postal Service	UNRESTRICTED:A010-Overhead	5314202 · Postage & Shipping	15.50
Liability Check	EFT	4/15/2020	WA St Dept of Retirement Systems		3861005 · PERS Deferral Payable	10,423.82
Credit Card Charge		4/15/2020	GoToMeeting	Various	Software Licenses	164.22
Credit Card Charge		4/18/2020	Wells Fargo	UNRESTRICTED:A010-Overhead	5314110 · Bank Fees & Interest Charges	41.02
Bill Pmt -Check	20410	4/21/2020	Riverbend Properties, LLC	WSCC:W070 - CREP	5314109 · Cost Share	1,530.00
Bill Pmt -Check	20411	4/21/2020	William Townsend	WSCC:W070 - CREP	5314109 · Cost Share	676.00
Liability Check	EFT	4/23/2020	QuickBooks Payroll Service		Payroll	19,241.82
Sales Tax Payment	EFT	4/23/2020	WA St Dept of Revenue	UNRESTRICTED:A010-Overhead	25500 · Sales Tax Payable	1,381.38
Liability Check	EFT	4/23/2020	WA St Dept of Employment Security		3861007 · State Unemployment Payable	2,417.78
Liability Check	EFT	4/23/2020	WA St Dept of L&I		3861009 · State L&I Payable	1,956.18
Liability Check	EFT	4/23/2020	WA St Dept of Retirement Systems		DCP Payable	575.00
Liability Check	EFT	4/23/2020	WA St Dept of Retirement Systems		3861005 · PERS Deferral Payable	422.12
Liability Check	EFT	4/24/2020	Internal Revenue Service		Federal Payroll Taxes	6,195.52
Liability Check	EFT	4/24/2020	WA St Dept of Employment Security		3861010 · WA - Family & Medical Leave	402.94
Credit Card Charge		4/28/2020	Crains Office Supply	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	67.19
Credit Card Charge		4/29/2020	Lowes	District Services:A099 - Equipment Rental	5314116 · Project Equipment	144.16
Credit Card Credit		4/29/2020	MRSC	UNRESTRICTED:A037-Staff Training	5314302 · Staff - Conference & Training	-125.00
Check	EFT	4/30/2020	PayPal Bank Fees	UNRESTRICTED:A010-Overhead	5314110 · Bank Fees & Interest Charges	8.98
Check	EFT	4/30/2020	Postal IA	UNRESTRICTED:A010-Overhead	5314202 · Postage & Shipping	150.00
Credit Card Charge		4/30/2020	Mail Chimp	District Services:A030-District Communications	Software Licenses	32.81

Item

7



Thurston Conservation District

Five-Year Plan (2020 - 2025)

www.thurstoncd.com

For More Information:

Sarah Moorehead, Executive Director

360-754-3588 ext. 114

smoorehead@thurstoncd.com



Organization of the Thurston Conservation District (TCD)

-) A non-regulatory, political subdivision of the State of Washington – [Chapter 89.08 RCW](#).
-) Formed in 1948. One of 45 conservation districts in Washington.
-) District boundaries are all of Thurston County, except for areas falling within the pre-1948 city boundaries of Yelm, Tenino and Rainier.
-) The TCD is governed by a Board of five supervisors, three elected by the citizens of Thurston County and two appointed by the Washington State Conservation Commission ([WSCC](#)).

Mission of the Thurston Conservation District

We educate and assist the citizens of Thurston County in the management of natural resources for the benefit of present and future generations, inspiring voluntary, incentive-based conservation practices.

Function of the Thurston Conservation District

To obtain and coordinate technical, financial, and educational resources, supporting the people of Thurston County in their efforts to conserve and restore soil, water, and other natural resources.

Vision for the Thurston Conservation District

-) A culture of voluntary stewardship of our natural resources built through relationships with individuals, organizations, and governments.
-) A resilient community responding to a changing climate.
-) People of Thurston County enjoy healthy soils, water, air, and ecosystems.
-) Sustainable community-based conservation and restoration of natural resources.
-) Prosperous and sustainable working lands.
-) Sustainable and consistent funding to achieve our mission.

Values of the Thurston Conservation District

-) Best available science
-) Compassion and respect
-) Education and learning
-) Effective collaboration
-) Inclusion and diversity
-) Innovation
-) Professionalism
-) Public trust
-) Staff empowerment
-) Transparent governance
-) Wise stewardship of public funding

Criteria for Selecting Priorities

- | | | | |
|---|---------------------------------|---|---|
|] | Best available science |] | Long term impact |
|] | Community need |] | Resources available (funding and personnel) |
|] | Economic and social feasibility |] | Willing partners |
|] | Laws and regulations |] | Urgency |
|] | Local, national and global data | | |
-

Natural Resource Priorities

-] - Climate change adaptation and mitigation
 -] - Local food production and consumption
 -] - Preservation and expansion of working lands
 -] - Protect and restore ecosystems
 -] - Soil conservation and health
 -] - Water quality and quantity
-

Actions to Address Natural Resource Priorities – [See Attachment 1](#)

District Operations Priorities

-] - Act ethically and respectfully.
 -] - Appropriate facilities to carry out our conservation and education programs.
 -] - Building a broad presence and support in the community, particularly under-represented community members.
 -] - Diversity within our staff, volunteers and Board Supervisors.
 -] - Environmental justice.
 -] - Ensure transparent and accountable policies and procedures.
 -] - Fulfilled and knowledgeable professional staff, volunteers, and Board Supervisors.
 -] - Maintain positive relationships and expand partnerships.
 -] - Organizational resiliency.
 -] - Satisfied, informed and inspired community members.
 -] - Stable funding and fiscal accountability
-

Actions to Address District Operations Priorities - [See Attachment 2](#)

Natural Resource Data & Information

Thurston Conservation District recognizes the diversity within our community and adapts to meet the needs of our urban and rural settings. Through technical assistance and education, we work to foster stewardship of natural resources from all individuals in our community. Thurston Conservation District strives to be the go-to resource for community members of Thurston County concerning all natural resource conservation issues on their land.

TCD relies on information, data, and best available science from sources listed in [Attachment 3](#).

Attachment 1

Priority Natural Resource Conservation Needs & Goals

Climate Change Adaptation and Mitigation

To help producers and community members understand and adapt to the changing climate, we continue to engage in and relay the best available science through education and technical assistance services. We seek to support our community in proactive climate change adaptation measures such as flood and fire prevention, drought, ocean acidification in local marine waters, suitable crops, and forest regeneration incorporating climate adaptability, and alternative pest and plant disease control. We are committed to work with our community to conserve and protect our natural resources in response to climate change. In addition, we strive as an organization to demonstrate sustainable practices in our work and office culture.

Goal	How
1) Assist with drought mitigation.	A. Provide water use technical recommendations to 50 urban and suburban community members.
2) Enhance fire safety for land and homeowners.	A. Develop fire safety strategies and recommendations at 50 sites.
3) Mitigate flood impacts on residents in the Chehalis Basin.	A. Host 10 community meetings focused on the Chehalis Basin Strategy to keep residents informed. B. Develop 3 floodplain restoration guidance documents for landowners. C. Participate in Chehalis Basin Strategy and protect landowner involvement in the process.
4) Assist farms mitigating and adapting to climate change.	A. Host 20 workshops to help farmers adapt to climate change. B. Facilitate the installation of 5 alternative on-farm energy projects. C. Work with 10 farms to implement carbon sequestration practices. D. Improve emergency readiness for community members.
5) Improving community resilience to climate change.	A. Host 10 professional development opportunities for teachers.

Local Food Production & Consumption

By increasing engagement in the local food system, Thurston Conservation District is supporting working lands, rural economic development, reduction of pollution caused by product processing and transportation, equitable access to healthy local food, and the economic viability of our agricultural community and geographic region. Locally produced food connects people to the land, improves our region's food security, creates more informed land stewards, and fosters support for resource conservation, the agricultural community and farmland preservation.

Goal	How
6) Support urban and suburban food production.	<ul style="list-style-type: none">A. Provide technical assistance to 10 community gardens, tribal gardens, school gardens or garden clubs.B. Provide technical assistance to 300 urban and suburban community members.C. Implement conservation BMPs on 5 farms within urban or urban growth areas.D. Host 10 workshops on backyard food production.
7) Increase accessibility to healthy local food for community members of Thurston County.	<ul style="list-style-type: none">A. Partner to expand food bank services with fresh local food in 3 areas without current or sufficient support.B. Strengthen partnerships with local organizations to support community gardens, school gardens, and home-based food production (could name Bounty for Families and TCFB).C. Partner to host 5 workshops for families on cooking with fresh food.

Producer Support & Preservation of Working Lands

In an effort to continue to support the preservation of working lands, Thurston Conservation District will continue offering technical assistance and conservation planning services to community members (supported through measures and goals in *Rural and Urban Stewardship*). We are the technical provider for the [Voluntary Stewardship Program \(VSP\)](#). The VSP is an alternative approach for counties to meet critical areas ordinance goals on private lands, while maintaining agricultural viability. In addition, we will work to educate new and beginning stewards of working lands. We assist small and large producers and commercial and non-commercial operations. We will continue to work with existing land stewards to implement [Conservation Practice Standards](#) and [Best Management Practices](#) and assist with planning for their future and beyond retirement. We will continue to partner with key organizations and individuals to provide quality technical, financial and educational resources. We promote [regenerative agriculture](#) and [sustainable forestry](#) encouraging conservation of natural resources, and economic viability of the operation.

Goal	How
8) Work with partners to protect critical working lands through easements and acquisitions.	<ul style="list-style-type: none">A. Facilitate 5 new easements through the Chehalis Basin Strategy.B. Facilitate 8 working lands easements through partnerships (RCPP, Sentinel Landscape Partnership, Conservation Grazing Partnership)
9) Increase voluntary stewardship.	<ul style="list-style-type: none">A. Increase participation in the Voluntary Stewardship Program to 500 participants.B. Develop 250 Individual Stewardship Plans.C. Support community members through regulatory processes such as inspections and referrals.
10) Support viable farms.	<ul style="list-style-type: none">A. Support the enrollment of 50 producers in business planning training courses.B. Connect local producers to consumers through online tools and marketing support.C. Support streamlined application and permitting processes for community members.
11) Increase support for forest stewardship.	<ul style="list-style-type: none">A. Facilitate the development of 20 forest management plans (FMP's).B. Secure access to a local forester serving Thurston County.C. Support efforts to preserve working forest land.
12) Increase technical assistance to producers.	<ul style="list-style-type: none">A. Host 1,000 site visits to producers.B. Develop 20 NRCS Certified conservation plans.C. Provide technical recommendations on 1,500 BMPs.
13) Bridge the gap between retiring and beginning producers.	<ul style="list-style-type: none">A. Offer 5 successional planning training courses.B. Seek sustainable funding for South Sound

	<p>FarmLink program.</p> <p>C. Provide resources to 50 new farmers.</p> <p>D. Collaborate with existing land matching programs.</p>
14) Support sustainable shellfish production.	<p>A. Work with 3 shellfish operations to implement conservation BMPs.</p> <p>B. Conduct a needs assessment for local shellfish producers to identify areas to support and innovative ideas.</p> <p>C. Support recovery of Olympia Oyster.</p>
15) Increase inventory and use of equipment rental service.	<p>A. Expand equipment rental program to include: no-till drill, harrow, temporary fencing and other pieces identified by the community.</p> <p>B. Ensure appropriate use of the equipment by creating technically sound guidance documents for all equipment.</p> <p>C. Increase marketing and outreach to maximize appropriate equipment usage.</p>

Protect & Restore Ecosystems

Thurston Conservation District recognizes the quantity and diversity of critical ecosystems within our region and strives to protect intact habitat, while also working to restore degraded areas. Thurston County is home to state and federally listed endangered species, prairie ecosystems, vital marine and estuarine habitat, forestland, sensitive riparian areas and shellfish beds. Flood mitigation projects are complex and combine elements of river restoration, floodplain reconnection, and flood harm reduction strategies. Education is the first step to resource conservation on private lands and the District will continue to engage the community to raise awareness of the vital role of our critical ecosystems and their processes. We will also continue to coordinate financial resources and facilitate ecosystem recovery at the local level.

Goal	How
16) Work with partners to protect critical habitat through restoration easements and habitat enhancement contracts.	<ul style="list-style-type: none">A. Develop 10 new CREP contracts.B. Facilitate 10 conservation easements (termed or permanent) through TCD and partner programs.C. Strengthen partnerships with local accredited land trusts.
17) Increase restoration of degraded habitat.	<ul style="list-style-type: none">A. Create 10 pollinator habitat projects.B. Complete 8 wetland habitat enhancement projects.C. Treat 75 acres of invasive species.D. Develop 25 planting plans.E. Provide technical assistance to 250 community members.F. Facilitate 100 site visits with community members.
18) Restore marine and freshwater habitat to support healthy aquatic species populations and functional floodplains.	<ul style="list-style-type: none">A. Plant 60 acres of riparian habitat to support salmon recovery.B. Develop 10 restoration projects in freshwater systems with salmon runs.C. Support 150 shoreline community members to improve shoreline habitat.
19) Enhance ESA listed species habitat (plant & animal).	<ul style="list-style-type: none">A. Work with 5 community members to improve Oregon Spotted Frog habitat.B. Host 5 Orca Recovery Day events to bring awareness to endangered salmon and orca populations.C. Work with 50 community members through VSP to support on-farm management and recovery of listed species.
20) Develop local riparian restoration cost-share program.	<ul style="list-style-type: none">A. Work with local and state partners to secure funding for local riparian restoration program.

Soil Conservation and Health

Thurston Conservation District recognizes that soil is a living and life-giving natural resource. As world population and food production demands rise, keeping our soil healthy and productive is of paramount importance. By farming using soil health principles and systems that include no-till, cover cropping and diverse rotations, more and more farmers are actually increasing their soil's organic matter and improving microbial activity. As a result, farmers are sequestering more carbon, increasing water infiltration, improving wildlife and pollinator habitat—all while harvesting better profits and often better yields.¹

Goal	How
21) Establish a soil health management program.	<ul style="list-style-type: none">A. Provide soil analysis recommendations to 1,000 community members.B. Host 10 soil health focused workshops.C. Develop cost share opportunities focused on soil health practices, including: cover cropping, reduced tillage, permanent groundcover integrated into production fields, etc.D. Develop guidance resources for farm equipment use to protect soil health.E. Seek additional funding to support a soil health program.

¹ <https://www.nrcs.usda.gov/wps/portal/nrcs/main/national/soils/health/>

Water Quality & Quantity

As a valuable and vital resource, water quality and quantity impact every sector of life. We will continue to provide education and technical assistance to all community members within our district that aims to inform and mitigate the individual's impact to water quality and quantity. We strive for clean and plentiful drinking water, the upgrade of 303(d) listed stream segments to meet Total Maximum Daily Load (TMDL) pollution reduction targets and in-stream flow targets, and upgrades to commercial and recreational shellfish harvesting areas. To achieve these goals we partner with community members and local organizations to implement Best Management Practices, green stormwater infrastructure strategies, and other innovative actions to meet water quality and quantity goals. We also provide ongoing education to community members in our sensitive shellfish producing areas across Thurston County.

Goal	How
22) Improved shoreline conditions.	<ul style="list-style-type: none">A. Work with partners to facilitate the repair/upgrade of 10 septic systems in shellfish production areas.B. Support healthy shellfish growing areas by providing education and guidance on shoreline BMPs for 100 homeowners.
23) Reduce surface & groundwater impacts from urban and rural land uses.	<ul style="list-style-type: none">A. Facilitate 3 Green Stormwater Infrastructure (GSI) projects.B. Implement 10 conservation BMPs to reduce nutrient runoff.
24) Improve water use efficiencies and water conservation strategies.	<ul style="list-style-type: none">A. Implement 10 conservation projects to support in stream flow targets.B. Develop 20 Irrigation Management Plans for local agricultural operations.C. Develop written irrigation guidance resources for backyard gardeners.

Attachment 2

Operations: Information & Education Priorities, District Operations, Measures of Success & Goals

Community Outreach & Engagement

It is of foundational importance to the Thurston Conservation District to engage the community in active conservation and the regenerative use of natural resources. Through volunteer projects and participation in district programs and services, we seek to facilitate a strong relationship with community members in our area. By increasing our presence and continuously adapting to meet the communities' needs, the Thurston Conservation District can provide effective conservation programs for working lands and community members.

Goal	How
25) Build robust volunteer program to increase organizational impact and engagement.	<ul style="list-style-type: none">A. Engage 150 community volunteers.B. Host 25 restoration work parties.C. Dedicate 600 hours of community service to conservation.D. Develop a youth volunteer network, engaging 50 youth in TCD volunteer opportunities.
26) Build relationships with elected officials.	<ul style="list-style-type: none">A. Host 16 virtual or field tours for elected officials.B. Present CD information and updates at 30 local jurisdiction meetings (ex. BOCC, City Council, Port).C. Connect with legislators twice annually.
27) Improve accessibility of CD information.	<ul style="list-style-type: none">A. Develop relevant multi-lingual resources.B. Ensure TCD website meets current accessibility standards.C. Host 25 events appropriate for families and people of all ages.D. Showcase CD projects and programs on 15 local and TCD-owned media platforms.
28) Demonstrate the impact of our work to our community.	<ul style="list-style-type: none">A. Host annual gathering to showcase our community impact, our strong partnerships, and to recognize the stewardship accomplishments of community members and partners.B. Create a storymap to showcase TCD projects and partnerships.

Adult & Youth Conservation Education

The Thurston Conservation District seeks to provide in-depth natural resource conservation education to both youth and adults. Education is the first step to conservation. In collaboration with our partners, we provide workshops, on-site tours, training courses, and other events that help individuals become stewards of our shared natural resources. Providing education to youth education opportunities helps to create a lifelong stewardship ethic. Education fosters and a strong connection with - and understanding of - natural resource conservation issues that can create future stewards of our local natural resources. We also make strive to inform Thurston County community members about training and education opportunities by acting as a clearing house for information in about natural resources and related topics.

Goal	How
29) Support the implementation of South Sound GREEN's Vision for the Future.	<ul style="list-style-type: none">A. Engage 6000 students in water quality testingB. Educate 2000 students through watershed and water quality related classroom lessonsC. Host 2000 youth at Student GREEN CongressD. Host 15 professional development opportunities for teachers to strengthen their knowledge of water quality and local conservation issues.E. Engage 2,500 youth in Puget Sound Nearshore tripsF. Increase involvement in the South Sound GREEN program by 10 percent.
30) Promote careers in natural resources.	<ul style="list-style-type: none">A. Provide instruction to 5 secondary or college classes.B. Engage 10 interns.C. Offer alternative service opportunities for local AmeriCorps volunteers.D. Involve 500 students in the South Puget Sound Regional Envirothon.
31) Educate our community about natural resources conservation.	<ul style="list-style-type: none">A. Host 150 educational opportunities for our community (workshops, tours, trainings, etc.).B. Engage 5,000 community members through our Annual Native Plant Festival.

District Operations

As an organization, Thurston Conservation District operates in a transparent and ethical manner. We leverage funding from multiple sources to increase our conservation impact on the ground. We pride ourselves in accountable financial processes, diligent and wise use of public and private dollars, and clean audits. In addition, we will continue to find sustainable avenues to grow as an organization and increase our positive impact in Thurston County.

Goal	How
32) Sustainable and consistent funding to achieve our mission.	A. Renew Rates and Charges in 2024 for a 10 year term.
33) Design and plan for TCD's Conservation and Education Center.	A. Set aside funding annually. B. Develop conceptual designs. C. Locate and engage in securing land by 2024.
34) Thurston CD Board and Staff represent our community and have the capacity to support its needs.	A. Ensure on-going professional development for all staff positions. B. Develop and practice inclusive recruitment strategies. C. Hire to meet staffing need identified in Table 1 (below). D. All cities in Thurston County are included in the district boundaries.
35) Improve data management and internal tracking systems.	A. Develop SmartSheet platform for programmatic and financial data tracking.
36) Improve office sustainability and lower TCD's carbon footprint.	A. Move towards paperless practices (where feasible). B. Purchase goods and services from local businesses first. C. Purchase/lease hybrid vehicles for District use.
37) Conduct transparent, accountable, and ethical operations.	A. Update Policies and Procedures Manual to reflect Collective Bargaining Agreement. B. Timely responses to Public Disclosure Requests. C. Include opportunities for public involvement in organizational planning and budget processes. D. Maintain clean audits from the State Auditor's Office. E. Establish a citizen advisory committee to provide input on TCD priorities and activities

Staffing Needs (*Table 1*)

Position	Current Staff	Additional Staff Needed to Implement Plan
Executive Director	1 FTE	Need Met
Conservation Program Manager	1 FTE	Need Met
Accountant	.8 FTE	.2 FTE
Finance Assistant	None	1 FTE
Administrative Assistant	1 FTE	Need Met
South Sound GREEN Program Manager	1 FTE	Need Met
SSG Assistant	1 FTE	Need Met
Education & Outreach Team	2 FTE	Need Met
Farm Resource Team	3 FTE	1 FTE
Habitat Team	1 FTE	1 FTE
Engineer	None	1 FTE
Totals	11.8 FTE currently	4.2 FTE needed (14 Total FTE)

*FTEs will be filled as needed through 2024.

Note:

Goal numbers for each priority, found above, are numerically referenced in TCD's Annual Plan

Attachment 3

The following are examples of the sources of data considered by TCD in both identifying natural resource concerns and addressing them. (Note: sources in blue text are links to online information.)

[Thurston County](#) is located on the southern end of the Puget Sound in Western Washington, referred to as the South Sound. It covers 774 square miles, of which 722 square miles is land and 52 square miles is water.

- Thurston County is the seventh smallest county in the state, but the sixth most populous with 349.4 persons per square mile (269,851 persons county-wide), according to the [July 2014 census](#).
- Waters within the district drain to both the Puget Sound and the Pacific Ocean. They are conveyed via the major watersheds, including Black River, Budd Inlet, Deschutes River, Chehalis River, Eld Inlet, Henderson Inlet, Nisqually River, Skookumchuck River, and Totten Inlet.
- In the most recent [USDA agricultural census \(2012\)](#), there were 1,336 farms operating in Thurston County, encompassing a total of 76,638 acres. The number of farms is increasing, while farm size has decreased over the last 15 years.
- Since the mid-1950s, when Thurston County was primarily farmland, the County has lost over 75 percent of our working agricultural lands. Though the land area dedicated to agricultural activities has been steadily declining, agricultural production is still of significant importance to the County's economy. ([WSU Extension](#))
- Forest and timber lands in Thurston County provide both ecological benefits and economic opportunities. Studies show that basins with more than 65% canopy cover tend to have intact stream health. In addition, forestry is an important aspect of Thurston County's history and economic base. Public and private forest and timber lands are in decline in Thurston County, with the highest rate of recently recorded forest land loss occurring from 2005 to 2010. During this time, more than 910 acres were removed from the Rural & Forest Land inventory annually, including a large decrease in the amount of public timber lands in Thurston County. ([TRPC](#))
- While forests still cover over 40% of the county's area, forested land covers declined by over 42,000 acres between 1992 and 2011 due to logging, development, and other factors. ([TRPC](#))
- Between 1992 and 2011, large-scale changes detectable from satellite imagery indicate over 8,000 acres were converted to low, medium or high-density developed land covers. ([TRPC](#))
- Watersheds or basins generally exhibit degraded water quality when 10% or more of the land cover is impervious. Two watersheds in Thurston County were near or above this level in 2014: Henderson Inlet, with approximately 17.3% impervious surface coverage, and Budd/Deschutes with 9.4%. ([TRPC](#))
- The total market value of agricultural production in Thurston County is about \$118 million from 1,288 farms, with crops accounting for approximately 42% of the total and livestock and poultry the remaining 58% ([U.S. Census of Agriculture](#)). These figures are greater than all adjacent counties. ([WSU Extension](#))
Data representing the local economic impact of forestry and timber lands will be included as available.
- Portions of every watershed in Thurston County have water quality impairments, which include, but are not limited to, temperature, dissolved oxygen, bacteria (such as fecal coliform), pH, and fine sediment. These water impairments have resulted in segments being included in the [Department of Ecology's 303\(d\) listings](#).
- Portions of every watershed in Thurston County have invasive plant, animal, and aquatic species, lack adequate instream large woody debris and riparian cover, and exhibit reduced summer low-flows. All of which are noted on the [303\(d\) listings](#) and the [Limiting Factors Analyses for WRIAs 11,13,14, and 22](#).
- [Reduced salmon populations, including ESA-listed fish and state species of concern](#) have been affected by several factors in the South Sound, which includes Thurston County fresh and estuarine systems. Factors include: degraded habitat, land use, over fishing, among others. [Watershed Recovery Plans](#) have been developed to address these issues.

Attachment 4

Glossary of Definitions

303(d) list: Water quality-limited water bodies (ocean waters, estuaries, lakes, and streams) which fall short of state surface water quality standards and are not expected to improve within the next two years. Section 303(d) of the federal Clean Water Act requires Washington State to periodically prepare a list of all surface waters in the state for which beneficial uses of the water (e.g. for drinking, recreation, aquatic habitat, and industrial uses) are impaired by pollutants.

Best Available Science: The most defensible and reliable peer reviewed data available at the time of reference. Most typically this data is determined through research studies by land grant universities.

Best Management Practices (BMPs): Physical, vegetative, and/or management practices which, when used singularly or in combination, address identified natural resource concern(s). Best Management Practices utilized by Thurston Conservation District include:

- J Conservation Practice Standards– Natural Resources Conservation Service (as found in Section IV of the [Electronic Field Office Technical Guide](#))
- J Stormwater BMP's and Low Impact Development Practices– Department of Ecology (as found in the [Stormwater Management Manual](#))
- J Stream Habitat Restoration Techniques – Washington Department of Fish and Wildlife (as found in the [Stream Habitat Restoration Guidelines](#))

In addition, TCD may use practices recommended by Land Grant University guidance or other sources of best available science.

Conservation Plans: A voluntary process to improve natural resource management on private property, which includes exploration of management challenges and objectives, an inventory of natural resources on the property and a list of recommended alternatives to solve production and natural resources issues.

Economically Viable Working Lands: Lands utilized for agricultural production (including forestry) and are sustainable in terms of investing financial resources into the operations.

Firewise: A program which assists community members to implement home and neighborhood-scale practices that reduce fire risks to structures in the wildland-urban interface.

Green Infrastructure/Low Impact Development: An approach to water management that protects, restores, and/or mimics the natural water cycle. This approach allows resource managers to treat stormwater on site, while providing environmental, economic, and social benefit to the community. [Examples include:](#) green roofs, raingardens, permeable pavement, etc.

Locally Produced Food: Food grown and/or processed in a geographic area inclusive of the South Sound Region and the Pacific Northwest. Emphasis is placed on production in the South Sound Region when possible. We understand that due to production and processing limitations, our definition of 'locally' produced food must include a broader geographical area.

Regenerative Agriculture: Regenerative agriculture is an approach to food and farming systems that regenerates topsoil and enhances biodiversity now and long into the future.

Regenerative Resource Management: When a system has lost its ability to sustainably maintain ecological functions, regenerative resource management can restore, renew or revitalize sources of energy and materials, creating systems that integrate the needs of society with the integrity of natural systems.

Sustainable Forestry: Environmentally appropriate, socially beneficial, and economically viable management of forests for present and future generations.

Thurston Conservation District's Sustainability Plan: An implementation plan that guides Thurston Conservation District's goals to foster environmental and community sustainability. Sustainability Plan to be developed by end of 2018 and implemented by end of 2022.

Total Maximum Daily Load (TMDL): A TMDL is a pollution budget and includes a calculation of the maximum amount of a pollutant that can occur in a waterbody and allocates the necessary reductions to one or more pollutant sources.

Voluntary Stewardship Program (VSP): An alternative approach for counties to protect critical areas on agricultural lands. Rather than enacting further critical areas regulation on agricultural lands, the VSP allows Thurston Conservation District to work with community members and partners to develop voluntary, site-specific stewardship plans.

Vulnerable Populations: Marginalized members of our communities characterized by traits such as: economic disadvantage, racial and ethnic minorities, the uninsured, low-income children, the elderly, the homeless, and those with chronic health conditions, including severe mental illness. This may also include rural community members, who often encounter barriers to accessing community resources/services.

Working Lands: Those lands utilized for the production of food, fiber and fuel.



2020 Annual Work Plan (1/1/20 – 12/31/20) Thurston Conservation District

For More Information Contact:

Sarah Moorehead, Interim Executive Director

360.754.3588, x114; smoorehead@thurstoncd.com



Mission of the Thurston Conservation District

We educate and assist the citizens of Thurston County in the management of natural resources for the benefit of present and future generations, inspiring voluntary, incentive-based conservation practices.

Natural Resource Priorities, Goals and Actions

1. Climate Change Adaptation and Mitigation

To help producers and community members understand and adapt to the changing climate, we continue to engage in and relay the best available science through education and technical assistance services. We seek to support our community in proactive climate change adaptation measures such as flood and fire prevention, drought, ocean acidification in local marine waters, suitable crops, and forest regeneration incorporating climate adaptability, and alternative pest and plant disease control. We are committed to work with our community to conserve and protect our natural resources in response to climate change. In addition, we strive as an organization to demonstrate sustainable practices in our work and office culture.

GOALS	ACTIONS
1) Assist with drought mitigation.	A. Provide water use technical recommendations to 10 urban and suburban community members.
2) Enhance fire safety for land and homeowners.	A. Develop fire safety strategies and recommendations at 10 sites.
3) Mitigate flood impacts on residents in the Chehalis Basin.	A. Host 2 community meetings focused on the Chehalis Basin Strategy to keep residents informed. B. Develop 1 floodplain restoration guidance documents for landowners.

	C. Participate in Chehalis Basin Strategy and protect landowner involvement in the process.
4) Assist farms mitigating and adapting to climate change.	A. Host 4 workshops to help farmers adapt to climate change. B. Facilitate the installation of 5 alternative on-farm energy projects. C. Work with 2 farms to implement carbon sequestration practices. D. Improve emergency readiness for community members.
5) Improving community resilience to climate change.	A. Host 2 professional development opportunities for teachers.

2. Local Food Production & Consumption

By increasing engagement in the local food system, Thurston Conservation District is supporting working lands, rural economic development, reduction of pollution caused by product processing and transportation, equitable access to healthy local food, and the economic viability of our agricultural community and geographic region. Locally produced food connects people to the land, improves our region's food security, creates more informed land stewards, and fosters support for resource conservation, the agricultural community and farmland preservation.

GOALS	ACTIONS
6) Support urban and suburban food production.	A. Provide technical assistance to 2 community gardens, tribal gardens, school gardens or garden clubs. B. Provide technical assistance to 60 urban and suburban community members. C. Implement conservation BMPs on 1 farm within urban or urban growth areas. D. Host 2 workshops on backyard food production.
7) Increase accessibility to healthy local food for community members of Thurston County.	A. Partner to expand food bank services with fresh local food in 1 areas without current or sufficient support. B. Strengthen partnerships with local organizations to support community gardens, school gardens, and home-based food production (could name Bounty for Families and TCFB). C. Partner to host 1 workshop for families on cooking with fresh food.

3. Producer Support & Preservation of Working Lands

In an effort to continue to support the preservation of working lands, Thurston Conservation District will continue offering technical assistance and conservation planning services to community members (supported through measures and goals in *Rural and Urban Stewardship*). We are the technical provider for the [Voluntary Stewardship Program \(VSP\)](#). The VSP is an alternative approach for counties to meet critical areas ordinance goals on private lands, while maintaining agricultural viability. In addition, we will work to educate new and beginning stewards of working lands. We assist small and large producers and commercial and non-commercial operations. We will continue to work with existing land stewards to implement Conservation Practice Standards and Best Management Practices and assist with planning for their future and beyond retirement. We will continue to partner with key organizations and individuals to provide quality technical, financial and educational resources. We promote regenerative agriculture and sustainable forestry encouraging conservation of natural resources, and economic viability of the operation.

GOALS	ACTIONS
8) Work with partners to protect critical working lands through easements and acquisitions.	A. Facilitate 1 new easement through the Chehalis Basin Strategy. B. Facilitate 1 working lands easements through partnerships (RCPP, Sentinel Landscape Partnership, Conservation Grazing Partnership)
9) Increase voluntary stewardship.	A. Increase participation in the Voluntary Stewardship Program to 100 participants. B. Develop 50 Individual Stewardship Plans. C. Support community members through regulatory processes such as inspections and referrals.
10) Support viable farms.	A. Support the enrollment of 10 producers in business planning training courses. B. Connect local producers to consumers through online tools and marketing support. C. Support streamlined application and permitting processes for community members.
11) Increase support for forest stewardship.	A. Facilitate the development of 4 forest management plans (FMP's). B. Secure access to a local forester serving Thurston County. C. Support efforts to preserve working forest land.
12) Increase technical assistance to producers.	A. Facilitate 200 site visits with producers. B. Develop 2 NRCS Certified conservation plans.

13) Bridge the gap between retiring and beginning producers.	C. Provide technical recommendations on 300 BMPs. A. Offer 1 successional planning training course. B. Seek sustainable funding for South Sound FarmLink program. C. Provide resources to 10 new farmers. D. Collaborate with existing land matching programs.
14) Support sustainable shellfish production.	A. Work with 1 shellfish operation to implement conservation BMPs. B. Conduct a needs assessment for local shellfish producers to identify areas to support and innovative ideas. C. Support recovery of Olympia Oyster.
15) Increase inventory and use of equipment rental service.	A. Identify additional pieces of equipment needed by the community to expand TCD's rental program. B. Ensure appropriate use of the equipment by creating technically sound guidance documents for all equipment. C. Increase marketing and outreach to maximize appropriate equipment usage.

4. Protect and Restore Ecosystems

Thurston Conservation District recognizes the quantity and diversity of critical ecosystems within our region and strives to protect intact habitat, while also working to restore degraded areas. Thurston County is home to state and federally listed endangered species, prairie ecosystems, vital marine and estuarine habitat, forestland, sensitive riparian areas and shellfish beds. Flood mitigation projects are complex and combine elements of river restoration, floodplain reconnection, and flood harm reduction strategies. Education is the first step to resource conservation on private lands and the District will continue to engage the community to raise awareness of the vital role of our critical ecosystems and their processes. We will also continue to coordinate financial resources and facilitate ecosystem recovery at the local level.

GOALS	ACTIONS
16) Work with partners to protect critical habitat through restoration easements and habitat enhancement contracts.	A. Develop 1 new CREP contract. B. Facilitate 2 conservation easements (termed or permanent) through TCD and partner programs. C. Strengthen partnerships with local accredited land trusts.
17) Increase restoration of degraded habitat.	A. Create 2 pollinator habitat projects. B. Complete 1 wetland habitat enhancement projects. C. Treat 15 acres of invasive species.

	<ul style="list-style-type: none"> D. Develop 5 planting plans. E. Provide technical assistance to 50 community members. F. Facilitate 100 site visits with community members.
18) Restore marine and freshwater habitat to support healthy aquatic species populations and functional floodplains.	<ul style="list-style-type: none"> A. Plant 12 acres of riparian habitat to support salmon recovery. B. Develop 2 restoration projects in freshwater systems with salmon runs. C. Support 30 shoreline community members to improve shoreline habitat.
19) Enhance ESA listed species habitat (plant & animal).	<ul style="list-style-type: none"> A. Work with 1 community members to improve Oregon Spotted Frog habitat. B. Host 1 Orca Recovery Day events to bring awareness to endangered salmon and orca populations. C. Work with 10 community members through VSP to support on-farm management and recovery of listed species.
20) Develop local riparian restoration cost-share program.	<ul style="list-style-type: none"> A. Work with local and state partners to secure funding for local riparian restoration program.

5. Soil Conservation and Health

Thurston Conservation District recognizes that soil is a living and life-giving natural resource. As world population and food production demands rise, keeping our soil healthy and productive is of paramount importance. By farming using soil health principles and systems that include no-till, cover cropping and diverse rotations, more and more farmers are actually increasing their soil's organic matter and improving microbial activity. As a result, farmers are sequestering more carbon, increasing water infiltration, improving wildlife and pollinator habitat—all while harvesting better profits and often better yields.¹

GOALS	ACTIONS
21) Establish a soil health management program.	<ul style="list-style-type: none"> A. Provide soil analysis recommendations to 200 community members. B. Host 2 soil health focused workshops. C. Develop cost share opportunities focused on soil health practices, including: cover cropping, reduced tillage, permanent groundcover integrated into production fields, etc.

¹ <https://www.nrcs.usda.gov/wps/portal/nrcs/main/national/soils/health/>

- D. Develop guidance resources for farm equipment use to protect soil health.
- E. Seek additional funding to support a soil health program.

6. Water Quality and Quantity

As a valuable and vital resource, water quality and quantity impact every sector of life. We will continue to provide education and technical assistance to all community members within our district that aims to inform and mitigate the individual's impact to water quality and quantity. We strive for clean and plentiful drinking water, the upgrade of 303(d) listed stream segments to meet Total Maximum Daily Load (TMDL) pollution reduction targets and in-stream flow targets, and upgrades to commercial and recreational shellfish harvesting areas. To achieve these goals we partner with community members and local organizations to implement Best Management Practices, green stormwater infrastructure strategies, and other innovative actions to meet water quality and quantity goals. We also provide ongoing education to community members in our sensitive shellfish producing areas across Thurston County.

GOALS	ACTIONS
22) Improved shoreline conditions.	<ul style="list-style-type: none"> A. Work with partners to facilitate the repair/upgrade of 1 septic systems in shellfish production areas. B. Support healthy shellfish growing areas by providing education and guidance on shoreline BMPs for 20 homeowners.
23) Reduce surface & groundwater impacts from urban and rural land uses.	<ul style="list-style-type: none"> A. Implement 2 conservation BMPs to reduce nutrient runoff.
24) Improve water use efficiencies and water conservation strategies.	<ul style="list-style-type: none"> A. Implement 2 conservation projects to support in stream flow targets. B. Develop 4 Irrigation Management Plans for local agricultural operations. C. Develop written irrigation guidance resources for backyard gardeners.

District Operations Priorities: Information / Education Priorities and District Operations

1. Community Outreach and Engagement

It is of foundational importance to the Thurston Conservation District to engage the community in active conservation and the regenerative use of natural resources. Through volunteer projects and participation in district programs and services, we seek to facilitate a strong relationship with community members in our area. By increasing our presence and continuously adapting to meet the communities' needs, the Thurston Conservation District can provide effective conservation programs for working lands and community members.

GOALS	ACTIONS
25) Build robust volunteer program to increase organizational impact and engagement.	<ul style="list-style-type: none"> A. Engage 30 community volunteers. B. Host 5 restoration work parties. C. Dedicate 120 hours of community service to conservation. D. Develop a youth volunteer network, engaging 10 youth in TCD volunteer opportunities.
26) Build relationships with elected officials.	<ul style="list-style-type: none"> A. Host 3 virtual or field tours for elected officials. B. Present CD information and updates at 5 local jurisdiction meetings (ex. BOCC, City Council, Port). C. Connect with legislators twice annually.
27) Improve accessibility of CD information.	<ul style="list-style-type: none"> A. Develop relevant multi-lingual resources. B. Ensure TCD website meets current accessibility standards. C. Host 5 events appropriate for families and people of all ages. D. Showcase CD projects and programs on 3 local and TCD-owned media platforms.
28) Demonstrate the impact of our work to our community.	<ul style="list-style-type: none"> D. Host annual gathering to showcase our community impact, our strong partnerships, and to recognize the stewardship accomplishments of community members and partners. E. Create a storymap to showcase TCD projects and partnerships.

2. Adult and Youth Conservation Education

The Thurston Conservation District seeks to provide in-depth natural resource conservation education to both youth and adults. Education is the first step to conservation. In collaboration with our partners, we provide workshops, on-site tours, training courses, and other events that help individuals become stewards of our shared natural resources. Providing education to youth education opportunities helps to create a lifelong stewardship ethic. Education fosters and a strong connection with - and understanding of - natural resource conservation issues that can create future stewards of our local natural resources. We also make strive to inform Thurston County community members about

training and education opportunities by acting as a clearing house for information in about natural resources and related topics.

GOALS	ACTIONS
29) Support the implementation of South Sound GREEN's Vision for the Future	<ul style="list-style-type: none"> A. Engage 1,200 students in water quality testing B. Educate 400 students through watershed and water quality related classroom lessons C. Host 3 professional development opportunities for teachers to strengthen their knowledge of water quality and local conservation issues. D. Increase involvement in the South Sound GREEN program by 2 percent.
30) Promote careers in natural resources.	<ul style="list-style-type: none"> A. Provide instruction to 1 secondary or college class. B. Offer alternative service opportunities for local AmeriCorps volunteers.
31) Educate our community about natural resources conservation.	<ul style="list-style-type: none"> A. Host 30 educational opportunities for our community (workshops, tours, trainings, etc.). B. Engage 500 community members through our Annual Native Plant Festival.

3. District Operations

As an organization, Thurston Conservation District operates in a transparent and ethical manner. We leverage funding from multiple sources to increase our conservation impact on the ground. We pride ourselves in accountable financial processes, diligent and wise use of public and private dollars, and clean audits. In addition, we will continue to find sustainable avenues to grow as an organization and increase our positive impact in Thurston County.

GOALS	ACTIONS
32) Sustainable and consistent funding to achieve our mission.	<ul style="list-style-type: none"> A. Demonstrate impact of current Rates and Charges funding in the community.
33) Design and plan for TCD's Conservation and Education Center.	<ul style="list-style-type: none"> A. Set aside funding annually. B. Develop conceptual designs. C. Locate and engage in securing land by 2024
34) Thurston CD Board and Staff represent our	<ul style="list-style-type: none"> A. Ensure on-going professional development for all staff

community and have the capacity to support its needs.	<p>positions.</p> <p>B. Develop and practice inclusive recruitment strategies.</p> <p>C. Hire to meet staffing need identified in 2020-2024 Strategic Plan as funding becomes available.</p> <p>D. Begin conversations to encourage all cities in Thurston County to become part of the district boundaries.</p>
35) Improve data management and internal tracking systems.	<p>A. Develop SmartSheet platform for programmatic and financial data tracking.</p>
36) Improve office sustainability and lower TCD's carbon footprint.	<p>A. Move towards paperless practices (where feasible).</p> <p>B. Purchase goods and services from local businesses first.</p> <p>C. Purchase/lease hybrid vehicles for District use.</p>
37) Conduct transparent, accountable, and ethical operations.	<p>A. Begin updates to Policies and Procedures Manual to reflect Collective Bargaining Agreement.</p> <p>B. Timely responses to Public Disclosure Requests.</p> <p>C. Include opportunities for public involvement in organizational planning and budget processes.</p> <p>D. Maintain clean audits from the State Auditor's Office.</p> <p>E. Establish a citizen advisory committee to provide input on TCD priorities and activities</p>

2020 Budget Thurston Conservation District

Income

Unrestricted Income

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

Unrestricted Income Total 766,300

Restricted Income

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

Restricted Income Total 966,646

Income Total 1,732,946

Expense

Unrestricted Expense

Conferences, Trainings & Travel	20,000
Facility, Vehicles and Maintenance	113,640
Insurance and Banking	17,336
Professional Services	108,916
Program Allocations	86,300
Salaries, Benefits & Staff Time	305,248
Savings and Debt Pay Down	75,000
Supplies	34,860
TCD Cost Share	5,000

Unrestricted Expense Total 766,300

Restricted Expense

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

Restricted Expense Total 966,646

Expense Total 1,732,946

DRAFT

An Electronic Version of
The Bid Policy
will be available 5/27/20

An updated Board
Packet will be available
by 5/27/20

Item

8

WACD-NACD Update
Thurston Conservation District
Board Meeting of May 28, 20120

Note hyperlinks for more information.

Washington Association of Conservation Districts ([WACD](#))

1. Most districts are meeting virtually but some are able to have face-to-face meetings in the near future (*e.g.* Lincoln County)
2. WACD annual meeting for 2020 will be a virtual meeting during the week after Thanksgiving.
3. Next WACD board meeting is scheduled for June 23rd. Probably will be a virtual meeting, but no decision as yet for this meeting that is currently scheduled for Bow.
4. During our 5/20 conference call, Rene Hadley (chair of [WADE](#)-Washington Association of District Employees) noted the WADE conference is **being reworked due to Covid-19. It was originally scheduled** June 15-17, 2020 at the Sleeping Lady Mountain Retreat, Leavenworth, WA

National Association of Conservation Districts

General

1. NACD [Technical Assistance Grant applications](#) are due June 1
2. Mary Scott is our new NACD natural resources specialist working with the Natural Resources Policy Committee.
3. [Urban and Community Resource Policy Group webinars](#) - third Thursday of every month, NACD features conservation districts and their urban and suburban conservation. [Deb Bogar](#) at NACD is the coordinator for these webinars.

Meetings

1. The 2020 NACD [Summer Conservation Forum and Tour](#) has been **canceled**. More information on scheduling a virtual NACD board meeting will be provided in the near future. It was originally schedule for July 18-21 in Bismarck, ND.
2. The 2020 [Pacific-Southwest Region Meeting](#) has been **canceled**. Staff are assessing the possibility of a virtual meeting. It was originally scheduled for September 15-17.in Maui.
3. A *tentative* summer Board meeting is being discussed for July 20, 2-4 PM Pacific time. More information to follow on this.

Doug Rushton

To: TCD Board of Supervisors
From: Sarah Moorehead (Executive Director)
Date: May 28th, 2020
Subject: Executive Director's Report



Priority Initiative Updates

COVID-19 Community Support

On May 7th, TCD staff held a virtual workshop on Affordable Home Gardening. We recognize that many members of our community and beyond are turning their attention to growing their own food during this tough time. This accessible workshop was held to help first-time gardeners be successful in their gardening endeavors and make growing food approachable to everyone – covering everything from balcony container gardening, to raised beds, to larger plots – with minimal costs and using ‘upcycled’ items. This recorded virtual workshop was attended by 40 community members and available with Spanish translation and with closed captioning. The workshop recording will be posted on our website and social media channels for continued use by community members. Staff will also be presenting this workshop during the City of Olympia’s ‘Lunch and Learn’ webinars on May 22nd, 2020.

NRCS Local Working Group

At least once per year, the LWG has hosted a gathering to discuss natural resource issues, opportunities, and priorities in King, Kitsap, Mason, Pierce, and Thurston counties. NRCS considers these recommendations from the LWG discussions, along with technical expertise and national and state program policies, to develop the local NRCS conservation program(s) available in the five-county area. The results of these meetings have potential implications on not only how NRCS spends its dollars as an agency locally, but also on recommended treatments to improve the natural resource conditions of private agricultural lands, forests, and other associated agricultural lands. The data collected at these meetings plays a major role in our agency’s direction at the local level and of the funding we get for “Locally Led Conservation.”

We will then meet by phone or computer for an opportunity to see the results of the survey and provide any additional input on May 27th at 6:30pm. Please click the following link to register for the meeting: [Puget Sound LWG Registration](#). Once registered, you will receive a link and phone number to join the meeting on May 27th.

Newly Funded Projects!

1. Independence Valley Project Development

This proposal builds landowner partnerships in the Independence Valley Community to explore restoration opportunities along the Lower Chehalis River. Thurston Conservation District will work with existing and new landowner partners to identify potential restoration activities while also exploring opportunities to support ongoing agriculture. This proposal is the first phase of a multi-phase effort to achieve collaborative restoration and to support sustainable agriculture.

ASRP funding award \$93,600 (+\$11,176 match) total = \$102,246

2. Riverbend Ranch Project Development

This project seeks to develop a suite of restoration actions on a large, 4th generation cattle ranch in the Skookumchuck valley. This family ranch has been a long-time partner with Thurston CD and has successfully implemented many cutting-edge conservation practices on the property that benefit the viability of the ranch as well as enhance salmon habitat. This project will facilitate the development of additional practices such as preliminary design and permit preparation of at least 3 partial fish passage barriers, large woody debris placement in the Skookumchuck River, riparian and wetland planting, as well as silvopasture, exclusion fencing and irrigation efficiencies.

ASRP funding award \$85,999 (+\$7,811 match) total = \$93,811

3. Deschutes Tributary Protection and Restoration - in partnership with Wild Fish Conservancy

This project will provide preliminary designs for the protection and restoration of a unique Deschutes River spring fed wetland and stream complex. This 22-acre tributary property belongs to the Meyers family, which is committed to working with the project team to identify and implement protection and restoration actions that improve habitat quality while enabling them to continue farming their land.

\$42,500 award through WRIA 13 SRFB process

District Operations

February 27th, 2020 Board Meeting Action Items

- 1. Counsel will have draft and policy concepts for Landowner Code of Conduct.**

In progress. Ready for review and discussion at June work session.

April 23rd, 2020 Board Meeting Action Items

- 1. Staff will look into how the Board can sign resolutions and other official forms electronically.**

In progress. Some electronic signature processes have been implemented. Staff continue to review guidance as it is available on electronic signatures for other important documents.

- 2. Staff will upload all resolutions and resolution drafts to the file sharing site so the Board has live access to it.**

Completed.

Strategic and Annual Plan Timeline Update

The final draft of the 2020-2024 Strategic Plan, along with a draft 2020 Annual Plan, is included on the May 27th, 2020 Board meeting agenda for considered approval.

Annual Financial Report (Schedule 22)

Thurston CD staff have submitted the annual financial report (schedule 22) to the State Auditor's Office.

Mid-Term Elected Supervisor Update

The deadline to apply to the mid-term elected supervisor position has been extended through May 31st, 2020. At this time, TCD has not received any additional applications; however, there has been interest from community members in the position. Staff continue to advertise the position per TCD Board recommendations, including but not limited to: local farming organizations (Young Farmer's Coalition), area farmer's markets, GRuB, South Sound Food System's Network, environmental education networks, WA Women in Food Network, WSU Extension, Thurston EDC, Northwest Agricultural Business Center, directly to TCD cooperator list serves, social media, and more.

Records Retention and Management

For the last several months, staff have been going through a process to update our records management, in compliance with the guidance from Washington State Archives, including: ensuring retention schedules are followed, archiving required documents, and transitioning to electronic files where possible. Staff are looking to apply for mini-grants offered by WA State Archives to support the continuation of this important project. New guidance has come out around record retention for COVID-19 response, which staff have set up specific protocol for to ensure compliance.

Data Tracking and Project Management

This month, staff began integrating SmartSheet software into TCD's project management and data tracking. This all-encompassing database, will provide a central location to house everything from contact information to grant deliverables, real-time budgets to documentation and details of projects. Many other CDs throughout the state have incorporated this software and found tremendous efficiencies in data tracking and reporting. Staff also believe that this will help TCD retain important institutional knowledge, and help us tell the story of TCD's on the ground impact now and into the future. In the coming months, we will integrate the Board of Supervisors portal into the system, to further increase Board access to up-to-date information!

Board of Supervisors Opening

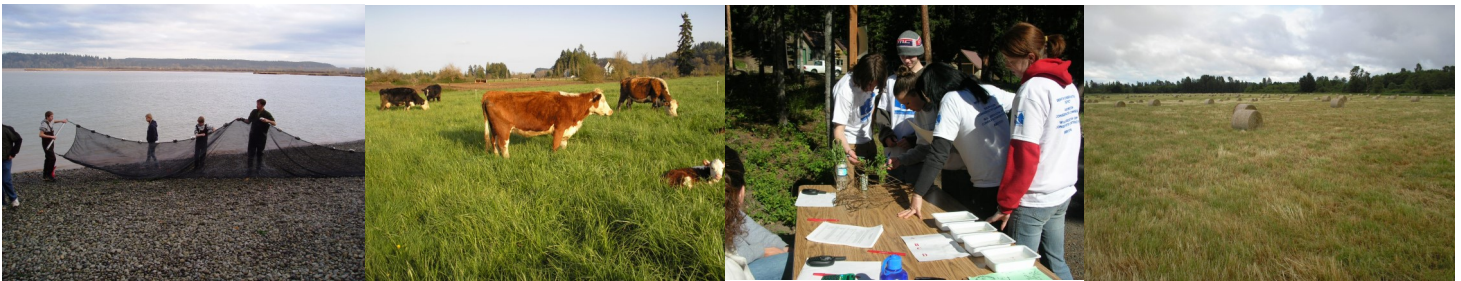
APPLY TODAY!



Thurston Conservation District is pleased to announce a unique opportunity to contribute to conservation and your community by serving on the Board of Supervisors!

Supervisors are public officials and are responsible for setting and maintaining overall district policies regarding the management and conservation of natural resources within the District.

There is a mid-term vacancy for an elected seat on the Board which expires in May 2021. The selected candidate will be appointed by the Board of Supervisors.



The board is seeking a demonstrated team player that is willing and able to commit ~20 hours a month through the remainder of the term and a passion for preserving natural resources. Candidates must be registered to vote.

Further Information and application instructions may be found on the Thurston Conservation District website
<https://www.thurstoncd.com/2020-mid-term-appointment/>

***Applications and supporting materials must be received
by May 31st, 2020. Interviews to be scheduled.***

Questions?

Contact: Sarah Moorehead, Executive Director
smoorehead@thurstoncd.com or 360-999-0078

May 2020 Staff Report

Progress on Annual Plan

Goals Worked On	Work Done
5) Provided remote TA to one marine shoreline landowner and recommended 3 BMPs
13) 5 Producers Total
17) Provided remote TA for habitat restoration to 3 landowners and recommended 6 BMPs
18) Attended 15 remote meetings including Chehalis Basin meetings; Ecology Floodplain By Design Grant program; Shore Friendly South Sound Coordination; WRIA 13 and WRIA 22/23 WREC project work group meetings; Puget Sound Conservation District coordination for funding (Shellfish NTA, Riparian RCPP)
19) Implementing VSP by facilitating new participant enrollment & attending VSP state advisory panel meeting
22) Served 2 commercial agricultural operations, served 2 non-commercial agricultural operations) Provided TA to 12 landowners) 0 out of 14 in the Deschutes Middle Mainstem) 2 out of 14 in the Shellfish Protection District) 4 Virtual Site Visits, 1 Field Site Visit
26) Equipment Rental Program is up and running) Rented Manure Spreader to 3 people) Rented Lime Spreader to 2 people.) Rented the PPE to 3 residents
29) Completed Schedules 1, 9, 15 of the WA State Auditor's 2019 Annual Report.) Completed 5, 16, 82, 83 and 85 Schedule 22 Questions and started Question 80.) Recommended 9 BMPS
36) Included storm water management recommendations for one cooperator
37) Attended SSFSN monthly meeting) Promoted upcoming 'Affordable Home Gardening' workshop through Homegrown Yelm project
41) 2 commercial operations
48) Participated in SSFSN and STEDI) Kept the Farmers Basket up to date and added new producers in order to connect residents with local growers to increase local food consumption during COVID-19 pandemic

50) Promoting markets and farms that offer EBT/SNAP/WIC options in Farmer's Basket
58) 1 new volunteers- Total= 27727
60) Revised Shore Friendly Thurston outreach materials to match TCD branding guidelines) Created forest management outreach postcard
63) Began working on a newsletter update to local legislators about TCD's adaptations
66) Helped with photos for Annual Report
78) Planned for May 7 th Affordable Home Gardening workshop held online
84) Developed 2 grant proposals for habitat restoration
89) Attended 9 webinar trainings, towards goal of achieving CTD planner certification qualifications
94) 16 new Facebook page likes- Total= 2045) 12658 Facebook reach in March) 49 new Facebook page follows- Total= 23,156) 70 new newsletter subscribers- Total= 1630) 24 Instagram followers- Total=989) 8,421 website page views in march

Staff Highlights

-) Developed a safe protocol to preform site visits and serve landowners while being mindful of the spread of COVID-19
-) South Sound GREEN: Continue to support teachers/students with distance learning activities; published 2 articles per week in Thurston Talk; working to transfer curriculum and teacher training to online format; worked to develop district-wide water testing model for all 5th grade students at North Thurston Public Schools next year.
-) This month was our first full month working remotely, and I'm pleased with how we've all adapted and continued to making things work under challenging circumstances. This past month, I was able to spend a great deal of time taking various trainings towards my CTD planner certification, as well as develop Irrigation Water Management resources for landowners.
-) Habitat Program Funding:
 - o Developed/presented an ESRP Small Grants Program proposal for a marine bulkhead removal and nearshore restoration project on Dana Passage.
 - o Developed/presented a "Floodplains by Design" grant proposal with partners (Capitol Land Trust, City of Tumwater, Thurston Regional Planning Council, WRIA 13 Lead Entity, Squaxin Island Tribe, South Puget Sound Salmon Enhancement Group) that focuses on the Lower Deschutes River floodplain.

- Awaiting final agreement for a 5-year restoration project on the Skookumchuck River, part of the Chehalis Basin / Early Action Reach restoration efforts (\$744,780).
-) TCD Policy / Activity Support
 - Updated TCD Cooperative Agreement Form with technical team
 - Developed Covid-19 Response guidance for no-contact site visits
-) TCD Technical Team Coordination
 - Continued support for cost/share project development and engineered plan reviews for permitting; held 13 remote meetings with tech team members.
-) Worked with Karin to revise and adapt Shore Friendly Thurston outreach materials. These are detailed Technical Assistance Memos that staff can share with waterfront landowners. This also allowed me to become proficient in InDesign!
-) In April, I submitted for Washington Center for Technical Development's Certified Farm Planner Level 2. This required over 200 hours of training, and feels like a really big accomplishment. I am currently working on the final requirements to apply to be an NRCS Certified Farm Planner.
-) In April I had the opportunity to collaborate on a workshop with Nora and Nicole. It was wonderful teaching our community about low-cost and space efficient gardening. I am looking forward to our future Home Grown Yelm workshops.
-) This month I focused on getting the equipment rental program running and was able to rent out all the equipment. I helped 6 people rent out equipment with our new online form. I set up an online process with Kiana and worked out a method for tracking each renter and the reservation dates. In addition The soil testing program has been very successful.
-) This month I participated in a panel providing the Office of the Chehalis Basin board members with lessons learned and perspectives from my experience working on the ASRP Early Action Reach in the Skookumchuck valley. This was a great way to share our successes with the project so far, and advocate further for AG landowners in Thurston County who may be interested in participating in these types of projects in the future.